

August 3, 2026 - 6:00 PM
Glenpool City Hall, City Council Chambers
12205 S. Yukon Ave. 3rd Floor
Glenpool, Oklahoma

AGENDA

- A) Call to Order - Joyce G. Calvert, Mayor**
- B) Roll Call, Declaration of a Quorum - Lesli Smith, City Clerk; Joyce G. Calvert, Mayor**
- C) Invocation - Josh Mosteller, BattleCreek Church, Jenks**
- D) Pledge of Allegiance - Joyce G. Calvert, Mayor**
- E) Management Report**
 - 1) City Manager Report
- F) Mayor Report - Joyce G. Calvert, Mayor**
- G) Council Comments**
- H) Public Comments**
- I) Consideration and appropriate action relating to a request for approval of the Consent Agenda.**

(All matters listed under "Consent" are considered by the City Council to be routine and will be enacted by one motion. Any Councilor may, however, remove an item from the Consent Agenda by request. A motion to adopt the Consent Agenda is non-debatable.)

 - 1) To approve the minutes from the July 20, 2026, meeting.
 - 2) To approve the FY 2025-2026 Equitable Sharing Agreement and Certification Report required by the U.S. Department of Justice and U.S. Department of the Treasury.
 - 3) To approve the Oklahoma Highway Safety Office grant for 2027.
 - 4) To approve Addendum Number One and the Payment Request Form for Lease #64711EU (Fire Truck Refurbishments and Equipment), modifying the collateralized equipment listing and releasing remaining proceeds to be credited against remaining lease payments.
 - 5) To approve the contract with Crossroads Communications for FY26-27 for marketing, external communications and public information officer services.
- J) Consideration and appropriate action relating to items removed from the Consent Agenda**

K) Scheduled Business

- 1) Discussion and possible action to approve, amend or deny Article 5: Leave Provisions, of the Employee Handbook and Personnel Policies.
(Debbie Pengelly, HR Director)
- 2) Discussion and possible action to approve, amend or deny Article 7: Travel and Training, of the Employee Handbook and Personnel Policies.
(Debbie Pengelly, HR Director)
- 3) Discussion and possible action to approve or deny pay request for 3 Angels Construction LLC in the amount of \$74,500.
(Okhai Akhigbe, Engineering Technician)
- 4) Discussion and possible action to approve, amend or deny the Rolling Meadows Stormwater Improvement bid Project to Cherokee Pride Construction in the amount of \$149,424.00.
(Okhai Akhigbe, Engineering Technician)

L) Adjournment

This notice and agenda was posted at Glenpool City Hall, 12205 S Yukon Ave., Oklahoma, on 7-31-2026 at 11:30 a.m.

Signed: Lesli Smith
 City Clerk

City Manager's Report

August 3, 2026



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Executive Summary

Mayor and Council,

The picture on this month's cover page is from the annual Red, White and Boom Bash. Although we had to postpone the event original date in late June due to rain, our make-up night was still a hit. We estimate crowds were in the 2,500-3,000 range for the evening. Our Events Committee and volunteers did an amazing job managing the event. I believe this year's event was the best we have had so far, and the new site at the Dawe's property was a hit with the public. As we now begin to slide into August, it is almost time for school to start. I spoke on this topic as part of my Glenpool at a Glance video series that will be out around the 10th of the month and reminded drivers to be mindful of students walking to and from schools and that our police officers will be patrolling the school zones for the safety of Glenpool students.

As you review the following departmental reports, I hope you take notice of the number of different projects that have been completed or are in progress. Allow me to take a moment and highlight a few that are in the report and add a few others that I believe are informative.

- We kicked off our first supervisory training class since COVID on July 29th. This training session covered updates to our time entry and purchase order processes as well as our revamped onboarding program. Future classes will feature training from our partners at OMAG as well as leadership training from internal and external sources. I am personally excited that this process has started again and want to thank our HR staff for coordinating these events.
- Operational testing for many of the pumps and blowers has started at the wastewater treatment facility. This process will continue throughout August with full operational testing to begin in early September. Once the 30-day operational testing is successfully completed, our team will transition permanently from the lagoon treatment to the new SBR treatment process. There is still a significant amount of work to be done after the transition is made, but we cannot start that work until the lagoon is officially out of service.
- We have started the year on a positive sales tax note. The sales tax check for July was up 1.68% over the same month last year. We still are not experiencing any significant trending one way or the other as sales tax remains volatile.
- Upcoming Community Events/City Holidays:
 - Farmer's Market: Every Saturday
 - BlackGold Days: August 27-30

As you can see from this report our teams are hard at work providing excellent service to our community. I am thankful for a team that strives relentlessly to fulfill our mission and core values.



David Tillotson
City Manager

Human Resources

Open positions

We currently have 9 open positions.

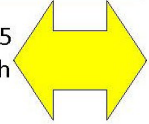
- Administration (1)
 - City Hall Front Desk
- Engineering (1)
 - Deputy City Engineer – Accepting Applications
- Police Department (1)
 - Police Officer – Accepting Applications
- Public Works: (5)
 - Equipment Operator
 - Water & Sewer Laborer (2) – Accepting applications
 - Wastewater Treatment Facility Operator (2) – Interviewing
- Utility Billing – (1)
 - Utility Billing Clerk – Accepting applications

Education/Training/Health & Welfare

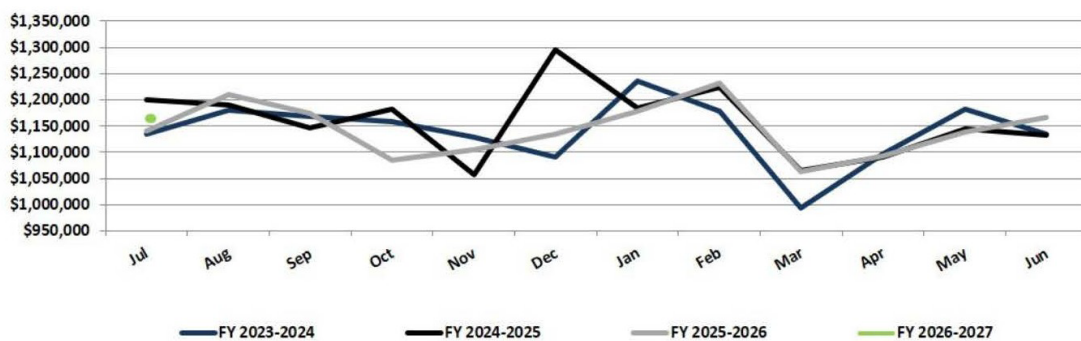
- HR Generalist, Lindsey Bowling, is participating in OMAG's Oklahoma Municipal Leadership Academy, focusing on leadership development, municipal operations, and strategic decision-making. Graduation 08/04/2026
- Lindsey Bowling is also participating in the Glenpool Chamber of Commerce Leadership program.
- Supervisor Training
 - In-House, Incode Time Entry & Requisitions and Clear Company On-boarding refresher on July 29th.
- Employee Healthcare Follow-up
 - Address employee questions/concerns regarding the new BCBS health plan and the Difference Card. - September 9th

SALES TAX

FY 26-27 Combined Sales Tax for all funds in July totaled \$1,160,287, up 1.68% from FY 24-25 revenues for the same period. Further details on July financial results will be reported next month after the accounting period is closed.

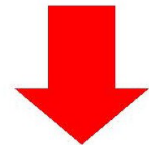


Sales Tax Revenue by Month
FY 26-27 Actual Compared to Previous 3 Fiscal Years Actual



GENERAL FUND REVENUES

FY 25-26 General Fund revenues totaled \$16,909,219. Operating revenues, less Transfers, were 1.7% less than FY 24-25 revenues. Total Revenues were 1.9% below budget, with Sales Tax ending down 1.4% while Use Tax increased 9.8%



GENERAL FUND EXPENDITURES

FY 25-26 General Fund expenditures totaled \$16,521,802. This is \$1,100,124, or 7.1%, higher than FY 24-25 expenditures, in large part due to \$738,680 in street repairs. Total General Fund expenditures were \$1,341,758 below budget. Final year-end close-out will occur following the September 30th deadline to pay encumbrances.

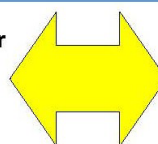


REPORT LEGEND

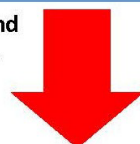
Better Than
Expected



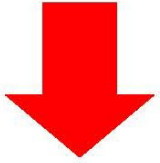
Expected, or
Minor
Variance



Monitor and
Consider
Taking
Action



SALES TAX REVENUES—ALL FUNDS



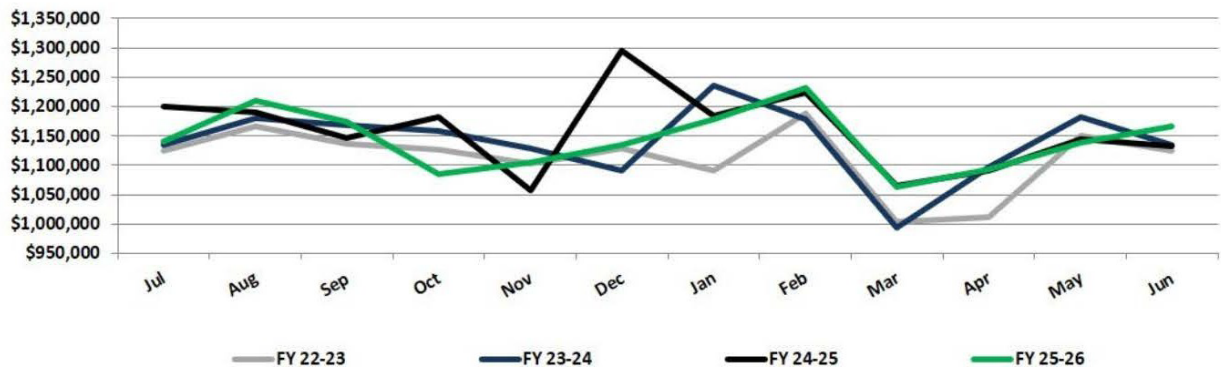
FY25-26 Sales Tax collections ended the year 3.3% below budget, and 1.4% below prior year collections.

MONTH	COMPARISON TO BUDGET			COMPARISON TO PRIOR YEAR			PERCENTAGE	
	BUDGET	FY 25-26 ACTUAL	AMT INC/(DEC)	FY 25-26 ACTUAL	FY 24-25 ACTUAL	AMT INC/(DEC)	INC(DEC) BUDGET	INC(DEC) PRIOR YR
July	\$ 1,218,819	\$ 1,141,109	\$ (77,710)	\$ 1,141,109	\$ 1,200,807	\$ (59,698)	-6.4%	-5.0%
August	\$ 1,207,093	1,209,259	\$ 2,166	1,209,259	1,189,253	20,006	0.2%	1.7%
September	\$ 1,162,814	1,173,801	\$ 10,987	1,173,801	1,145,631	28,170	0.9%	2.5%
October	\$ 1,199,204	1,084,216	\$ (114,988)	1,084,216	1,181,483	(97,266)	-9.6%	-8.2%
November	\$ 1,072,439	1,104,537	\$ 32,098	1,104,537	1,056,590	47,947	3.0%	4.5%
December	\$ 1,315,337	1,134,689	\$ (180,648)	1,134,689	1,295,899	(161,210)	-13.7%	-12.4%
January	\$ 1,201,648	1,178,106	\$ (23,542)	1,178,106	1,183,889	(5,784)	-2.0%	-0.5%
February	\$ 1,242,591	1,231,945	\$ (10,646)	1,231,945	1,224,229	7,716	-0.9%	0.6%
March	\$ 1,081,791	1,063,876	\$ (17,915)	1,063,876	1,065,806	(1,930)	-1.7%	-0.2%
April	\$ 1,106,379	1,092,677	\$ (13,702)	1,092,677	1,090,028	2,649	-1.2%	0.2%
May	\$ 1,211,940	1,138,564	\$ (73,376)	1,138,564	1,144,582	(6,018)	-6.1%	-0.5%
June	\$ 1,162,814	1,166,743	\$ 3,929	1,166,743	1,132,583	34,160	0.3%	3.0%
TOTAL	\$ 14,182,869	\$ 13,719,522	\$ (463,347)	\$ 13,719,522	\$ 13,910,781	\$ (191,258)	-3.3%	-1.4%

Y-T-D Budget \$ 14,182,869
Y-T-D Actual 13,719,522
Y-T-D Variance (463,347)
Y-T-D % Var -3.3%

Prior Year \$ 13,910,781
Y-T-D Actual 13,719,522
Y-T-D Variance (191,258)
Y-T-D % Var -1.4%

Sales Tax Revenue by Month
FY 25-26 Actual Compared to Previous 3 Fiscal Years Actual



GENERAL FUND YEAR-TO-DATE REVENUES

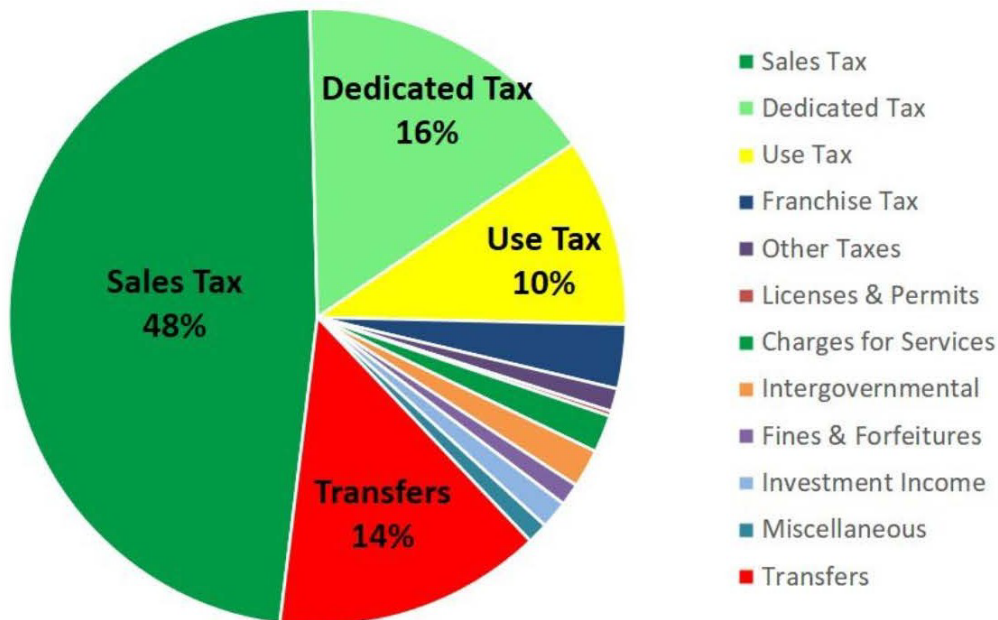
	YTD FY25-26 Budget	YTD FY25-26 Actual	Budget Over/(Under)	YTD FY24-25 Actual
Sales Tax	\$ 8,342,364	\$ 8,069,823	\$ (272,541)	\$ 8,182,669
Dedicated Tax	2,781,614	2,690,398	(91,216)	2,727,556
Use Tax	1,556,542	1,658,148	101,606	1,510,726
Franchise Tax	600,000	615,086	15,086	556,884
Other Taxes	200,000	202,750	2,750	200,619
Licenses & Permits	77,400	62,574	(14,827)	68,440
Charges for Services	363,250	325,061	(38,189)	342,138
Intergovernmental	331,036	333,757	2,721	382,808
Fines & Forfeitures	230,500	200,014	(30,486)	251,773
Investment Income	310,595	243,294	(67,301)	377,152
Miscellaneous	113,233	182,050	68,817	241,513
Transfers	2,326,266	2,326,266	-	1,800,000
Totals	\$ 17,232,800	\$ 16,909,219	\$ (323,581)	\$ 16,642,278

Over (Under) Budget Year-to-Date:

-1.9%

Increase (Decrease) over Prior Year:

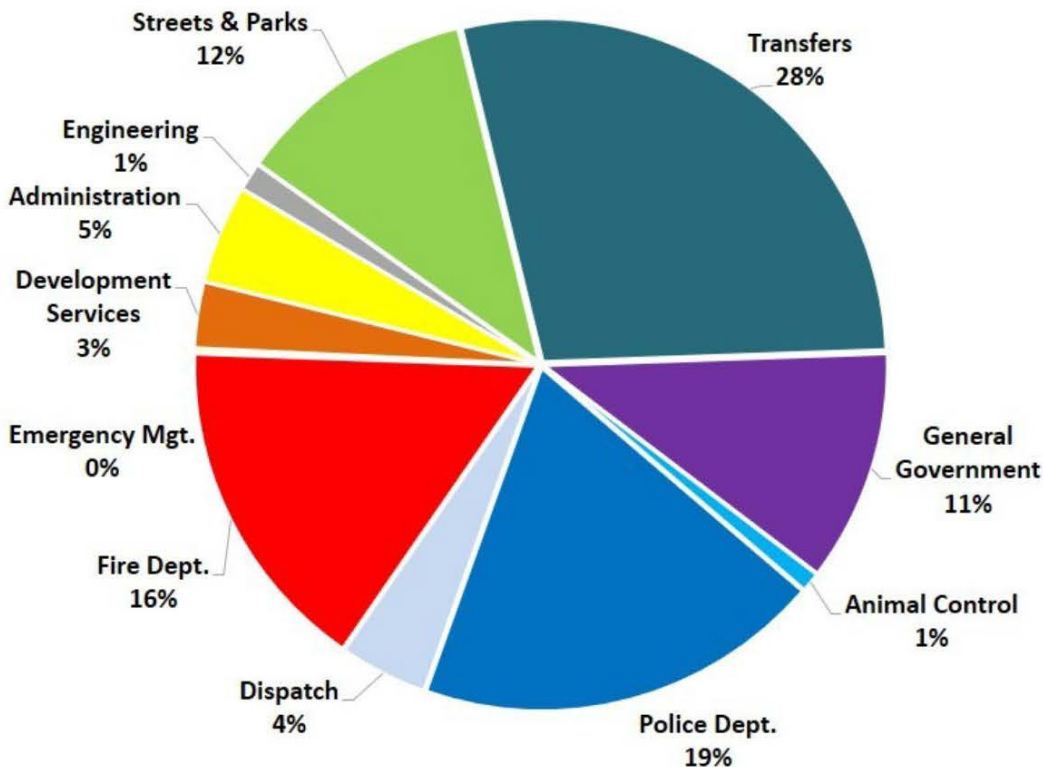
1.6%



GENERAL FUND YEAR-TO-DATE EXPENDITURES

DEPARTMENT	YTD FY25-26 Budget	YTD FY25-26 Actual	Budget (Over)/Under	YTD FY24-25 Actual
General Government	\$ 1,883,613	\$ 1,801,873	\$ 81,740	\$ 1,535,416
Animal Control	171,638	151,244	20,394	170,801
Police Dept.	3,196,488	3,170,819	25,669	2,847,373
Dispatch	698,617	687,098	11,519	618,973
Fire Dept.	2,933,308	2,635,228	298,080	2,574,822
Emergency Mgt.	127,300	30,516	96,784	59,789
Development Services	853,576	510,945	342,631	537,359
Administration	764,846	764,813	33	883,315
Engineering	282,504	217,182	65,322	244,013
Streets & Parks	2,248,752	1,886,659	362,093	1,204,528
Transfers	4,702,919	4,665,425	37,494	4,745,288
Totals	\$ 17,863,560	\$ 16,521,802	\$ 1,341,758	\$ 15,421,678
Under (Over) Budget Year-to-Date:		7.5%		
Increase (Decrease) over Prior Year:		7.1%		

General Fund YTD Percent Expenditures by Department



GLENPOOL UTILITY SERVICES AUTHORITY

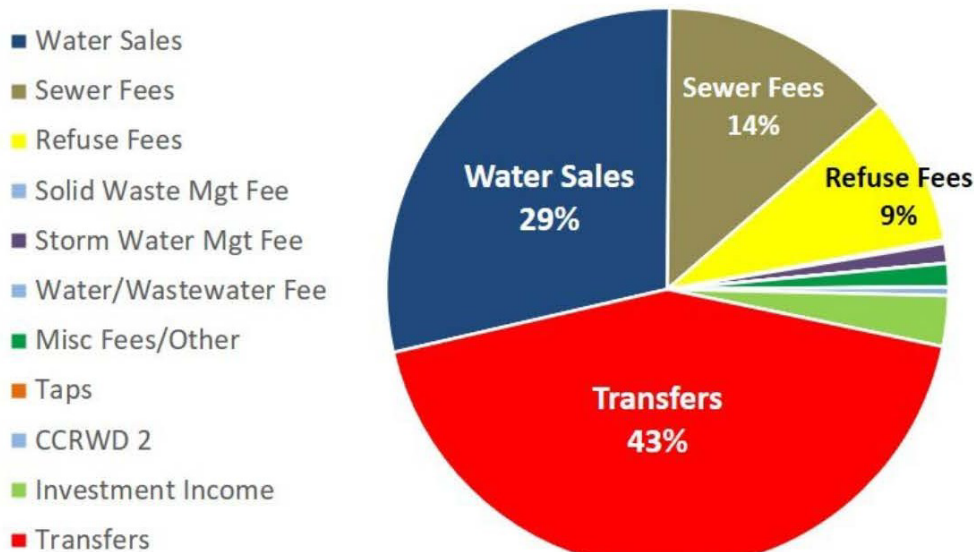
YEAR-TO-DATE REVENUES

	YTD FY25-26 Budget	YTD FY25-26 Actual	Budget Over/(Under)	YTD FY24-25 Actual
Water Sales	\$ 3,328,925	\$ 2,992,291	\$ (336,634)	\$ 3,085,864
Sewer Fees	1,524,087	1,407,087	(117,000)	1,439,615
Refuse Fees	880,385	890,306	9,921	870,596
Solid Waste Mgt Fee	22,000	20,640	(1,360)	20,425
Storm Water Mgt Fee	118,000	118,218	218	117,024
Water/Wastewater Fee	5,000	963	(4,037)	4,735
Misc Fees/Other	169,350	139,125	(30,225)	168,880
Taps	57,000	2,200	(54,800)	20,800
CCRWD 2	47,500	50,452	2,952	46,802
Investment Income	293,881	302,471	8,590	374,115
Transfers	4,478,919	4,490,398	11,479	4,527,904
Totals	\$ 10,925,047	\$ 10,414,151	\$ (510,896)	\$ 10,676,761

Over (Under) Budget Year-to-Date: **-4.7%**

Increase (Decrease) over Prior Year: **-2.5%**

GUSA YTD Revenues by Type



GLENPOOL UTILITY SERVICES AUTHORITY

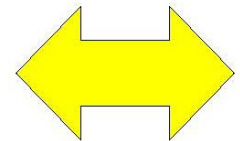
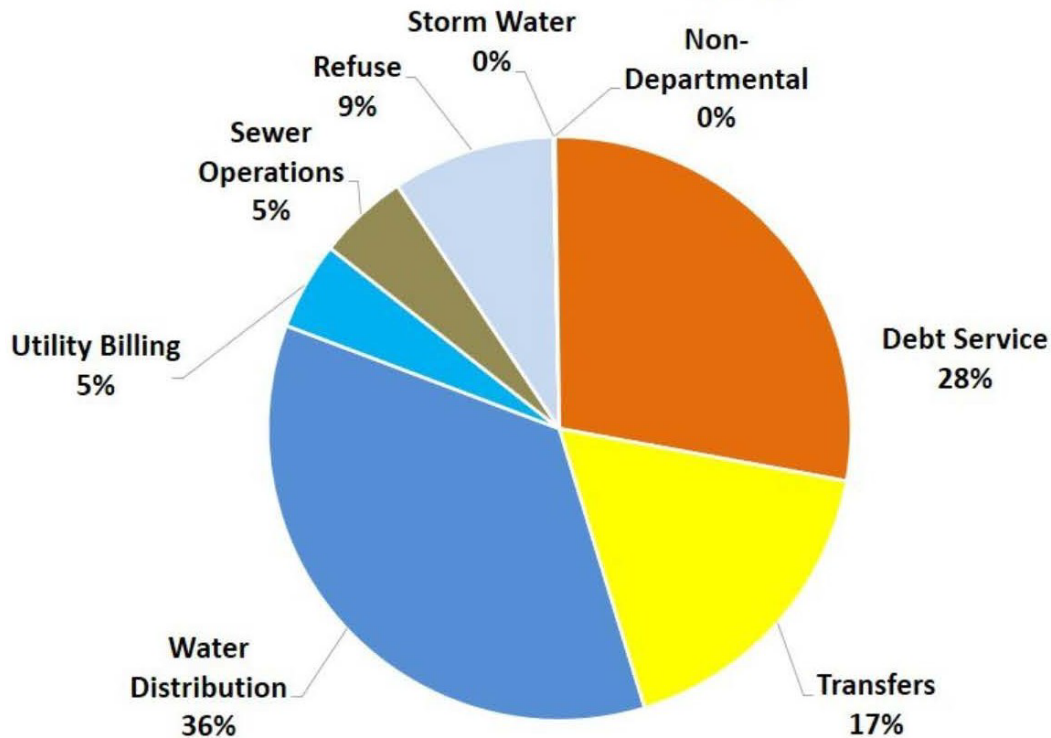
YEAR-TO-DATE EXPENDITURES

DEPARTMENT	YTD FY25-26 Budget	YTD FY25-26 Actual	Budget (Over)/Under	YTD FY24-25 Actual
Water Distribution	\$ 4,147,037	\$ 3,666,971	\$ 480,067	\$ 3,513,789
Utility Billing	526,459	504,078	22,381	457,245
Sewer Operations	576,060	518,720	57,340	627,413
Refuse	944,350	933,949	10,401	911,388
Storm Water	174,000	348	173,652	77,539
Non-Departmental	10,437	10,152	285	10,446
Debt Service	2,923,105	2,906,001	17,104	2,903,627
Transfers	1,800,000	1,800,000	-	1,800,000
Totals	\$ 11,101,448	\$ 10,340,218	\$ 761,230	\$ 10,301,446

Under (Over) Budget Year-to-Date: 6.9%

Increase (Decrease) over Prior Year: 0.4%

GUSA YTD Percent Expenditures by Department



FUND DASHBOARD

FUND	REVENUES	EXPENDITURES	YTD NET REVENUES / (EXPENDITURES)
GENERAL FUND	\$16,909,219	\$16,521,802	\$387,417
GLENPOOL UTILITY SERVICES AUTHORITY FUND	\$10,414,151	\$10,340,218	\$73,933
GLENPOOL INDUSTRIAL AUTHORITY FUND	\$1,146,523	\$1,172,823	(\$26,300)
STREETS & INFRASTRUCTURE FUND	\$1,021,874	\$143,467	\$878,407
PUBLIC SAFETY CAPITAL FUND	\$1,184,278	\$1,258,192	(\$73,914)
PUBLIC SAFETY PERSONNEL FUND	\$1,746,615	\$1,845,063	(\$98,448)
CAPITAL FUND	\$271,014	\$186,520	\$84,494
ARPA FUND	\$33,303,844	\$33,767,874	(\$464,030)
PARKS AND RECREATION FUND	\$13,380	\$723	\$12,657
HOTEL-MOTEL FUND	\$282,158	\$252,906	\$29,252

Move Glenpool Forward

FY 2025-2026 4th Qtr (Apr-Jun) Highlights

- **Hickory Place Stormwater Improvements** : RFQ finalized; Engineering design underway
- Rolling Meadows Stormwater Improvements** : Bids advertised & project awarded; construction to begin upon contract execution and issuance of Notice to Proceed
- Stormwater Improvement - Fern Ave** : Hydraulic design phase underway
- 121st St Lane Improvements & Signalization** : Right-of-way acquisition & utility relocation underway; new traffic signal on 121st completed; 30% design for sanitary sewer relocation
- Elwood Lane Improvements & Signalization** : Received grant for design of corridor & 141st St & 151st St intersections; 3-lane, 4-lane, 5-lane configuration alternatives developed & reviewed

FY 2025-2026 4th Qtr (Apr-Jun) Project Statuses

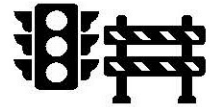
Project	Status
Proposition 1 (0.29%) (effective 1/1/2017) - Streets & Infrastructure Fund	
Automatic Meter Reading Conversion Kendalwood Park Rehab Lane Improvements - Warrior Road Lift Station Rehab - Oak Street Snow Plow Turf Maintenance Equipment - Parks	 Complete
Signalization & Infrastructure 151st St Stormwater Improvement - Rolling Meadows Stormwater Improvement - Vancouver Ave Lane Improvements - Elwood (141st St to 151st St) Signalization of 141st St & Elwood Lane Improvements - 121st St (Elwood to Hwy 75) Signalization of 121st St & Elwood Stormwater Improvement - Fern Ave Stormwater Improvement - Hickory Place Wastewater Treatment Plant Design/Permitting	 Active
Economic Development Projects Lift Station Rehab - Eden South South County Soccer Complex Field Lighting Stormwater Improvement - 141st St @ Hwy 75 Stormwater Improvement - Eden South Stormwater Improvement - Main/146th St @ Hwy 75	 Future
Proposition 2 (0.26%) (effective 1/1/2017) - Public Safety Capital Fund	
Firefighter Air Packs Police Mobile Computing System Public Safety Radio System	 Complete
Fire Apparatuses & Equipment Police Vehicles	 Active
Firing Range/Training Center Police Capital Improvements	 Future
Proposition 3 (0.55%) (effective 7/1/2016) - Public Safety Personnel Fund	
Hire 7 additional Firefighters Hire 5 additional Police Officers	 Complete / Ongoing*

*Additional hires continue to exceed initial goal

Project Details

Project	Status	Allocated Budget	Budget Adjustment	Revised Budget	Expended to Date
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Proposition 1 (0.29%) (effective 1/1/2017) Streets & Infrastructure Fund



Automatic Meter Reading Conversion	Complete	\$ 850,000	\$ 24,894	\$ 874,894	\$874,894
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Project Description: This project converts or replaces each of the 4,300 existing water meters in the city to an automatic radio read meter, increasing efficiency and accuracy in the City's utility billing.

Completion Date: September 2017

Kendalwood Park (North) Rehab	Complete	\$ 200,000	\$ -	\$ 200,000	\$ 200,000
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Project Description: This project would help to alleviate surface water flooding across the park property caused by improper grading and drainage control and would replace the existing play equipment to better serve the residents of the area.

Completion Date: June 2024

Comments: New playground equipment has been installed and re-grading completed.

Lane Improvements - Warrior Road	Complete	\$ 750,000	\$ 974,787	\$ 1,724,787	\$ 1,724,787
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Project Description: This project will add one additional lane of travel to Warrior Road between 146th Street and 151st Street to better facilitate school activities at the Glenpool Public Schools central campus. Additional improvements will include the reconfiguration of the intersection of Warrior Road with 151st Street to increase safety and reduce stacking.

Completion Date: August 2021

Comments: Project partners: Glenpool Public Schools and Tulsa County

Snow Plow	Complete	\$ 150,000	\$ (46,532)	\$ 103,468	\$ 103,468
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Project Description: This project replaces the existing snow plow/dump truck used by the City to maintain arterial roadways in extreme winter conditions and for other purposes throughout the year.

Completion Date: November 2017

Turf Maintenance Equipment - Parks	Complete	\$ 30,000	\$ (6,333)	\$ 23,667	\$ 23,667
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Project Description: The project provides funding to acquire turf maintenance equipment to be used at the South County Soccer Complex and other city parks and recreation areas

Completion Date: August 2018

Lift Station Rehab - Oak St	Complete	\$ 132,500	\$ -	\$ 132,500	\$ 132,500
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Project Description: This project will result in upgrades to the Oak Street lift station by replacing pumps and equipment, adding SCADA and a backup generator to better facilitate efficient operations of the lift station.

Comments: The pumps and equipment have been replaced and the portable generator has been received. Staff has ordered a transfer switch and is awaiting configuration of the generator to finalize the project.

Completion Date: March 2026

Signalization & Infrastructure 151st St	Active	\$ 2,000,000	\$ -	\$ 2,000,000	\$ 714,107
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Project Description: This project is anticipated to include signalizations and other public utility, drainage, and transportation infrastructure improvements along the Highway 75/151st Street commercial corridor to facilitate economic development.

Comments: ODOT is currently working to finalize its Corridor Study of 151st St from Glenpool to Bixby. To date, the City has paid \$666,499 of the \$952,142 total public improvements reimbursement agreement with Saint Francis Hospital South.

Project	Status	Allocated Budget	Budget Adjustment	Revised Budget	Expended to Date
Stormwater Improvement - Rolling Meadows  Active \$ 300,000 \$ - \$ 300,000 \$ 141,635 Project Description: This project is intended to alleviate surface water runoff issues affecting residents of Rolling Meadows that abut the Taylor's Pond subdivision to the west. The project includes the installation of additional stormwater collection infrastructure in the existing utility easement between the subdivisions with the use of storm inlets used to collect surface water as it moves from west to east. Comments: The design contract was awarded and the design consultant is currently working to finalize a design for the project. Utility locates have also begun.					
Stormwater Improvement - Vancouver Ave  Active \$ 50,000 \$ - \$ 50,000 \$ - Project Description: This project will help alleviate the pooling of nuisance stormwaters along S. Vancouver Avenue in the Rolling Meadows subdivision. The project includes the addition of stormwater inlets on the east side of the roadway to move the collected water off of the roadway and pipe it to the ODOT right-of-way. Comments: See above, as project is being done in coordination with Rolling Meadows Stormwater Improvement project					
Lane Improvements - Elwood (141st to 151st St)  Active \$ 2,350,000 \$ - \$ 2,350,000 \$ 225,720 Project Description: This project will add two additional lanes of travel and stormwater collection infrastructure to the rapidly growing area of south 141st Street. This project will be coordinated with the signalization project at 141st Street and Elwood Avenue. Comments: The City was awarded a \$667,160 ODOT Surface Transportation Program grant, with a City match of \$225,720. Qualifications-Based Selection of design consultant is forthcoming.					
Signalization of 141st St & Elwood  Active \$ 410,000 \$ - \$ 410,000 \$ - Project Description: This project will provide full signalization of the intersection of 141st Street and Elwood Avenue and will be done to accommodate the widening of Elwood between 141st and 151st Streets that is included in another project. Comments: See above, as project is being done in coordination with Elwood Lane Improvements project.					
Lane Improvements - 121st St (Elwood to Hwy 75)  Active \$ 635,000 \$ - \$ 635,000 \$ - Project Description: This project will be coordinated with the signalization project at 121st Street and Elwood and is intended to add capacity to 121st Street caused by increasing residential growth in Glenpool and Jenks north of 141st Street. The one mile stretch of arterial roadway will be increased to 4 lanes of directional traffic, with flood control and stormwater conveyance added in areas where historical flooding is problematic. Comments: Project partners: Tulsa County and the City of Jenks. The County is currently conducting design, ROW acquisition, and utility relocation.					
Signalization of 121st St & Elwood  Active \$ 150,000 \$ - \$ 150,000 \$ - Project Description: This project will facilitate better traffic flow along the growing 121st Street corridor by better controlling the traffic coming off of and going to Highway 75 from the surrounding neighborhoods. This project will be coordinated with the widening project of 121st from Projected Start Date: FY 2025-2026 Comments: See above, as project is being done in coordination with 121st St Improvements project.					
Stormwater Improvement - Fern Ave  Active \$ 600,000 \$ - \$ 600,000 \$ - Project Description: This project will improve stormwater drainage along Warrior Road/Fern Avenue from 146th Street north to the western turn in the channel to alleviate issues with stormwater over-topping the channel during significant storm events. The project will provide additional capacity in the culvert running underneath 146th Street, widening and deepening the channel to the north. Comments: Staff is preparing a Request for Qualifications (RFQ), and the design for this project is budgeted in FY 2024-2025. This project will be completed in coordination with sidewalk projects in the area beginning in February 2025.					
Stormwater Improvement - Hickory Place  Active \$ 350,000 \$ - \$ 350,000 \$ - Project Description: This project will help alleviate stormwater flowing onto properties along Hickory Place and other parts of the Cinnamon Tree subdivision by installing an underground collection and piping system along the eastern boundary of the property. Comments: Staff is preparing a Request for Qualifications (RFQ), and the design for this project is budgeted in FY 2024-2025.					

Project	Status	Allocated Budget	Budget Adjustment	Revised Budget	Expended to Date
Wastewater Treatment Plant Design/Permitting 	Active	\$ 550,000	\$ -	\$ 550,000	\$ -
Project Description: The project provides funding for the research, engineering design, permitting, and necessary land acquisition/expansion to the wastewater treatment plant					
Comments: The City is utilizing ARPA funds to complete design & permitting. Staff recommends Council consider re-allocating these funds for the construction phase of the WWTP project, or to other MGF projects as needed.					
Economic Development Projects 	Future	\$ 1,035,337	\$ -	\$ 1,035,337	\$ -
Project Description: This project is anticipated to provide economic assistance to the 141st Street commercial corridor to facilitate growth and business vitality. Types of projects include: small business construction/remodel assistance grants, infrastructure improvements, and utility upgrades.					
Lift Station Rehab - Eden South 	Future	\$ 280,000	\$ -	\$ 280,000	\$ -
Project Description: This project will upgrade the sanitary sewer lift station located at the Eden South subdivision by replacing existing pumping equipment, adding SCADA, and installing a backup generator. This lift station serves most of the city that is south of 161st Street.					
South County Soccer Complex Field Lighting 	Future	\$ 150,000	\$ -	\$ 150,000	\$ -
Project Description: This project provides overhead sports lighting of the soccer fields at the South County Soccer Complex. The initial phase of the project is being completed with Tulsa County Vision 2025 funding and Glenpool Utility Service Authority bond proceeds which will provide the underground conduits for the future installation of electric service to the lights.					
Projected Start Date: FY 2024-2025					
Stormwater Improvement - 141st St @ Hwy 75 	Future	\$ 100,000	\$ -	\$ 100,000	\$ -
Project Description: This project will continue improvements to the areas surrounding the Coal Creek waterway by decreasing the amount and velocity of the stormwater over topping the channel north of 141st Street.					
Projected Start Date: FY 2026-2027					
Stormwater Improvement - Eden South 	Future	\$ 500,000	\$ -	\$ 500,000	\$ -
Project Description: The project is intended to alleviate stormwater flooding along Union Avenue and in the Eden South subdivision by increasing the carrying capacity within the existing stormwater channel on the north side of the subdivision and reducing other restrictions that channel along Union Avenue.					
Stormwater Improvement - Main St @ Hwy 75 	Future	\$ 100,000	\$ -	\$ 100,000	\$ -
Project Description: This project will help alleviate stormwater flooding along the Coal Creek waterway as it approaches Main Street and to the areas north of 146th Street by removing impediments to the free flow of stormwater south of Main Street.					

Project	Status	Allocated Budget	Budget Adjustment	Revised Budget	Expended to Date
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Proposition 2 (0.26%) (effective 1/1/2017)

Public Safety Capital Fund



Firefighter Air Packs	Complete	\$ 250,000	\$ (8,582)	\$ 241,418	\$ 241,418
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Project Description: This project will replace existing firefighting equipment that provides supplemental oxygen supply (self-contained breathing apparatus) for firefighters while operating in compromised air spaces.

Completion Date: November 2017

Police Mobile Computer System	Complete	\$ 208,000	\$ (1,359)	\$ 206,641	\$ 206,641
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Project Description: This project will place a computer terminal in each of the patrol units and acquire the necessary software and hardware to facilitate operation of the new computers. Mobile computing will increase the efficiency and effectiveness of police officers by allowing direct access to information generally provided by dispatch, and allow dispatch to focus more on coordinating the activities of the officers in the field.

Completion Date: December 2020

Public Safety Radio System	Complete	\$ 1,250,000	\$ 35,079	\$ 1,285,079	\$ 1,284,600
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Project Description: This project will allow the City's public safety agencies to move to the P25 radio system currently utilized by most of the City's mutual aid partners, allowing for better emergency response coordination. This system will replace the existing radio system with new hand held, car-mounted radios, as well as new dispatch terminals.

Completion Date: July 2017

Fire Apparatuses & Equipment	Active	\$ 4,640,000	\$ -	\$ 4,640,000	\$ 3,014,462
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Project Description: This project will replace the existing fire apparatuses, command vehicles, and fire fighting equipment over the 20-year life of the tax.

Start Date: May 2017

Projected Completion Date: December 2037

Comments: 2 Pumpers, 1 100' Aerial Platform, 2 refurbished Pumpers, 1 Fire Marshal Tahoe, and bunker gear have been acquired to date.

Police Vehicles	Active	\$ 3,000,000	\$ -	\$ 3,000,000	\$ 1,642,673
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Project Description: This project will allow the Police Department to replace up to 5 fleet vehicles each year over the life of the tax.

Start Date: June 2017

Projected Completion Date: December 2037

Comments: 37 Police Interceptors and 2 ACO trucks have been acquired to date

Firing Range/Training Center	Future	\$ 100,000	\$ -	\$ 100,000	\$ -
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Project Description: This project will result in an outdoor firing range and training center for use by the Glenpool Police Department.

Police Capital Improvements	Future	\$ 1,100,000	\$ -	\$ 1,100,000	\$ -
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Project Description: This project will result in a stand alone courtroom/community meeting room to be constructed adjacent to the existing Utility Billing building, clearing room on the 2nd floor of the Public Safety building for additional offices and storage.

Project	Status	Allocated Budget	Budget Adjustment	Revised Budget	Expended to Date
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Proposition 3 (0.55%) (effective 7/1/2016)

Public Safety Personnel Fund



Financials Since Inception (FY 2017 - FY 2026)

Total Revenues	\$15,271,633
Total Expenditures	\$14,050,906
Fund Balance (as of 6/30/26)	\$1,220,726

Hire 7 Additional Firefighters



Complete / Ongoing

Project Description: This project will enhance public safety by adding a minimum of 7 additional Firefighters during the effective duration of Proposition 3.

Start Date: October 2016

Comments: Currently, 10 Fire positions are funded within this fund.

Hire 5 Additional Police Officers



Complete / Ongoing

Project Description: This project will enhance public safety by adding a minimum of 5 additional Police Officers during the effective duration of Proposition 3.

Start Date: October 2016

Comments: Currently, 7 Police positions are funded within this fund.

Development Services

Listed below are current development related activities within the City of Glenpool **through the month of July 2026**. These activities listed include Projects Under Construction, Planning Applications Under Review, Approved Projects Not Under Construction, Building Permits and Inspections, as well as Code Enforcement Activity. The most recent activities are highlighted in **red**.

Commercial/Industrial Projects Under Construction:

1. **C & C Office Complex** – A proposed 2,672 sf office building located 459 E 151st S. The existing single-family residence will be converted into an office building.
2. **Glenpool Schools Press Box** – A Site Plan application for the renovation of the Glenpool Schools Press Box.
3. **Glenpool High School Varsity Parking Lot Addition:** Grading for an 80-space parking lot located 393 E 147th St.
4. **Glenpool Schools Press Box** – A Site Plan application for the renovation of the Glenpool Schools Press Box.

Commercial/Industrial Occupancy Permits Issued in June 2026:

1. **Foundation Baptist Church Expansion** – 14275 S. Elwood Ave.
2. **Bird Roofing and Construction (Office Space)** – 14080 S Peoria Ave Ste# 102, 104, and 106.

Earth Change Permits Issued:

1. **Brookover Corner** – A grading permit to raise a lot pad over the existing flood elevation.

Residential Projects Under Construction:

Subdivision Name		Lots Approved or Units	Under Construction	Completed	Lots Available
1	Glen Hills I (Phase 1-6)	84	1	84	0
2	Glen Hills II (Phase 7-11)	78	0	73	5
3	Scissortail	88	1	84	2
4	Redbud Glen	74	1	58	15
5	Twin Ponds	25	0	2	23
6	Scissortail II	111	0	0	111
Totals		460	3	301	156

Planning Applications Under Review:

1. Annexation(s): **No New Applications**
2. Comprehensive Plan Amendment(s): **No New Applications**
3. Zone Amendment(s): **No New Applications**
4. Planned Unit Development (PUD):
 1. **151-75 Crossing Planned Unit Development** – A proposed Planned Unit Development (PUD 45) for a mixed-use development consisting of light industrial and commercial uses. The subject site is 76.6-acres in size and is located on the southwest corner of US Highway 75 and State Highway 67.
5. Subdivision Plat(s) – Preliminary and Final:
 1. **The Lakes at Twin Mounds** – A Preliminary Plat to subdivide a 94.0918-acre site into two-hundred and fifty-one (251) lots in nine (9) blocks and seven (7) reserve areas. The subject site is generally located on the south side of W 161st S and west of US75.
 2. **151-75 Crossing Preliminary Plat:** A Preliminary Plat for a commercial center of approximately 76.599 acres. There will be a total of seven (7) lots and three (3) reserve areas. The subject site is generally located at the southwest corner of US Highway 75 and State Highway 67.
6. Lot Split Application(s): **Duvall Lot Combination: A Lot Split application (GLS 277) to combine several lots into one (1) lot.. The subject site is located at 2500 E 141st Street.**

7. **Site Plan Application(s):** **No New Applications**
8. **Specific Use Permits:** **No New Applications**
9. **Variance(s):** **A Variance request to reduce the landscaping buffer from the 10' requirement to 7.5' between off-street parking. The subject site is located at 437 141st Street. The applicant is Miller Tippens.**

Approved Projects Not Under Construction

1. **McGraw Winfield Realtors** – A proposed 4,434sf office building located at 12189 South Yukon Avenue.
2. **Carson Trails PUD 43** – A 497-lot residential Planned Unit Development (PUD) located north and east of the northeast corner of West 181st Street and South Union Avenue directly adjacent to Eden South neighborhood. A subdivision plat for Phase I of Carson Trails PUD-43. The plat consists of 82 residential lots and four (4) reserve areas.
3. **Grandview Heights Apartments North Expansion** – A 120-unit apartment project on 6.8-acre site located at 12150 South Yukon Avenue. This is an expansion of the existing Grandview Heights Apartment project.
4. **Redbud Glen II Preliminary Plat:** A Preliminary Plat to subdivide an approximately 25.729-acre site into eighty-two (82) residential lots and four (4) reserve areas. The subject site is generally located on the west side of South Elwood Avenue approximately a quarter-mile north of East 151st Street South.
5. **Twin Ponds Phase II** – Preliminary Plat of a 12.29-acre site. The plat proposes to subdivide the site into ten (10) lots and four (4) reserve areas. The subject site is generally located north of West 181st Street South – ½ mile west of Highway 75.
6. **Housley Group Plat** – A proposed Preliminary Plat of a 14.63-acre site located on the north side of West 161st Street South, approximately a half mile east of U.S. Highway 75. The preliminary plat proposes to subdivide the site into three (3) lots.
7. **Energy One Credit Union** - A Site Plan application to convert and renovate a former Sonic Burger fast food restaurant into a financial institution. The site is located at 12151 S. Waco Ave.

Items Scheduled for BOA Meeting – August 10, 2026

1. **BMT Variance** - A Variance request to reduce the landscaping buffer from the 10' requirement to 7.5' between off-street parking. The subject site is located at 437 141st Street. The applicant is Miller Tippens.

Items Scheduled for Planning Commission Meeting – August 10, 2026

1. **Duvall Lot Combination:** A Lot Split application (GLS 277) to combine several lots into one (1) lot. The subject site is located at 2500 E 141st Street.

Current Residential and Commercial Building Permit Statistics

Current Active Residential Permits	12
Current Active Commercial Permits	6
New Residential Permits Issued July 2026 (New Construction)	2
New Commercial Permits Issued July 2026 (New Construction)	0
Residential Permits through July 2026 (New Construction)	1
Residential Permits through July 2025 (New Construction)	25
Commercial Permits through July 2026 (New Construction)	3
Commercial Permits through July 2025 (New Construction)	1
Assessment Letters Issued in 2025 (Total)	6
Assessment Letters Issued in 2026 (Total)	7

Code Enforcement Activity for **July 2026**

ACTIVITY DESCRIPTION:	Totals			
Complaints received and investigated Year to Date	1320			
Open public nuisance cases through 2026	20			
CODE ENFORCEMENT CASES	Apr 2026	May 2026	Jun 2026	Jul 2026
	281	179	176	180
High grass:	10	41	26	37
Fire damaged structures:	-0-	-0-	-0-	-0-
Illegally parked vehicles:	6	2	-0-	6
Nuisance abatements (contractor):	-0-	-0-	-0-	-0-
Notices issued for residents with no water service:	-0-	-0-	-0-	-0-
Tulsa County Health Department citations:	-0-	-0-	-0-	-0-
Illegally placed signs:	186	69	60	70
Damage to public facilities citations:	-0-	-0-	-0-	-0-
Excessive trash & debris notices:	12	13	8	8
Dilapidated structures/property notices:	-0-	-0-	-0-	-0-
Trash can/receptacle placement notices:	-0-	-0-	-0-	-0-
Building demolition & removal:	-0-	-0-	-0-	-0-
Inoperable/abandoned vehicles:	-0-	3	2	3
Visual impairments caused by trees, shrubs, vehicles, basketball goals, etc. interfering with traffic flow:	-0-	-0-	-0-	-0-
Stagnant water causing mosquito issues:	-0-	-0-	-0-	-0-
Pest issue:	-0-	-0-	-0-	-0-
Dilapidated fencing:	-0-	-0-	-0-	-0-
Noxious odor:	-0-	-0-	-0-	-0-
Phone calls/inquiries	64	51	80	62

Public Works

The following details of all work completed between June 26 – July 23, 2026

Admin / Community

- Conducted 5+ interviews for multiple WWTF operator positions
- Worked with engineering to create Row excavation ordinance. Final draft submitted
- Monthly Public Works luncheon consisted of Storm water pollution prevention training presented by internal staff
- Assisted with setup and tear down of the RWBB at Dawes property
- Attended Bug and Fish Collection Event with Blue Thumb

Facilities Maintenance

- Contactor replaced two AC units with one 5 ton unit at Dawes warehouse

Wastewater Treatment Plant:

- WWTF STARTUP
 - Training on Aerzen Blowers and associated Variable Frequency Drives
 - Training on Time clock entry
 - Cleared path for new fence on central portion of Barber Road to WWTF
 - Preliminary walkthrough of Admin building in preparation to move in.
 - The admin building is nearing final completion with the option for the City to move into the space and begin using the building. Progress on the SBR, Digester, UV Building and Headworks is still moving steadily ahead.

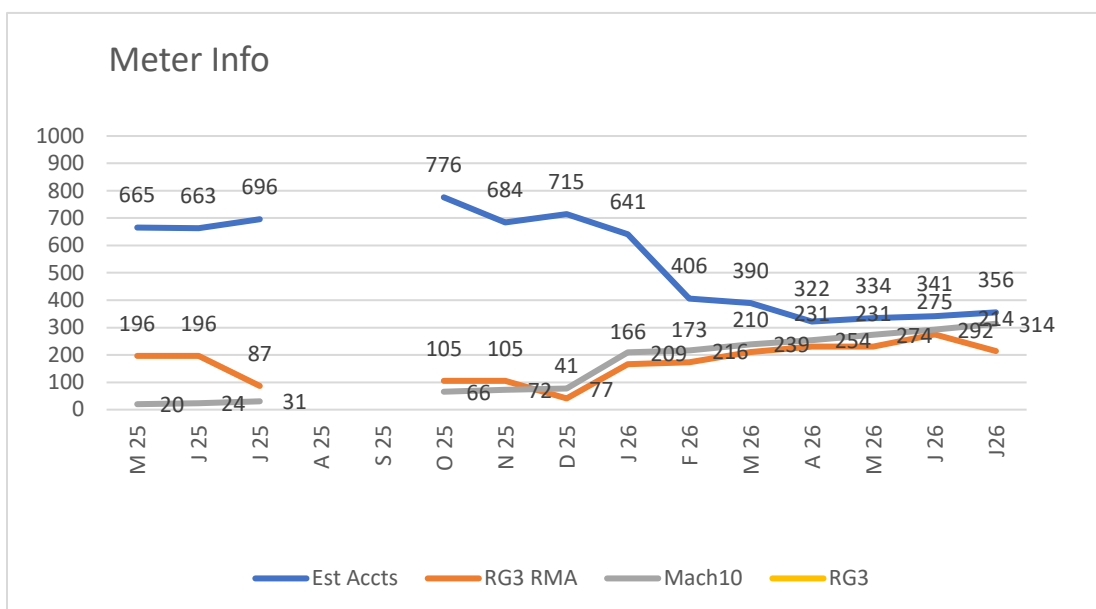
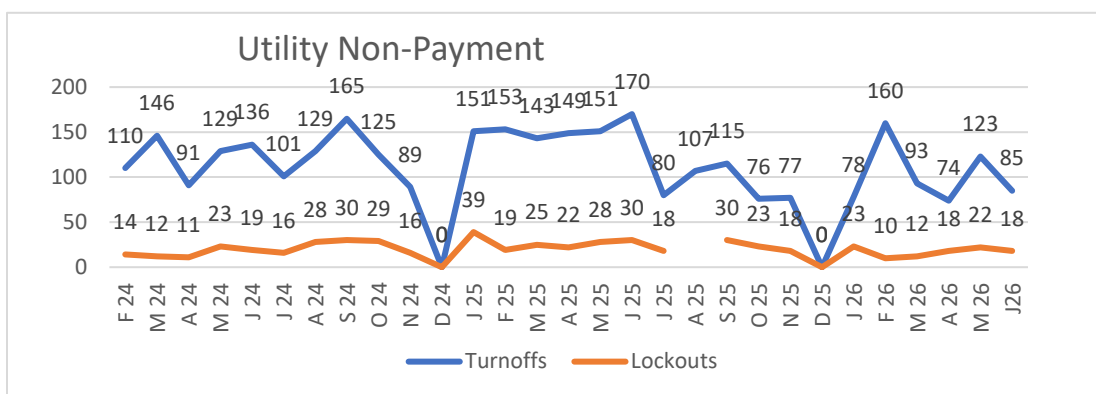
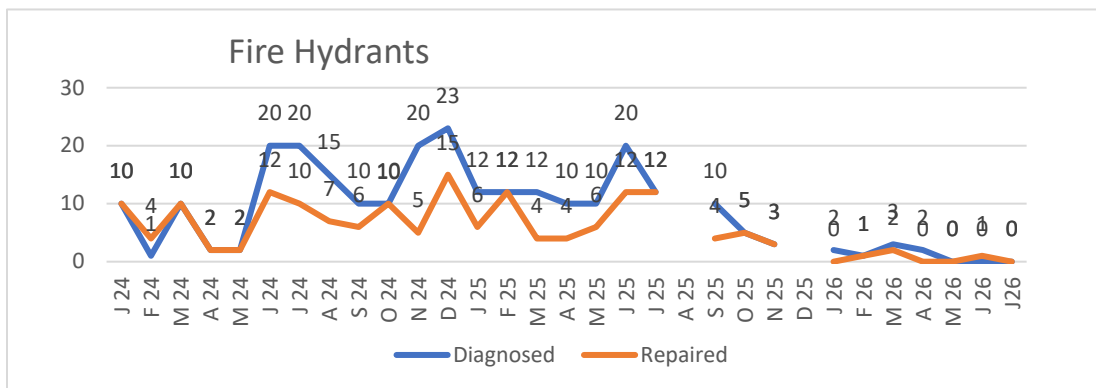
Lift Stations:

- Continued Hydrogen Peroxide injection at Newman LS
- Installed sound curtains to abate sound at Elwood LS (installed July 15)

Distribution:

- 564 Utility locates
- 140 Service Calls from Utility Billing
- 22 meter(s) set (6 residential, 16 commercial)
- Jetrodded 2 possible sewer backup(s) (1 on city side, 1 on customer side)

- 1 sewer bypass reported – sewer bypass has been temporarily remedied until final fix can be completed.
- Prepped contractor to install 250 meters, replacing dead RG3 meters



Conference Center/Community Relations

This report highlights the activities of the Community Relations Department and the Conference Center for July.

Conference Center

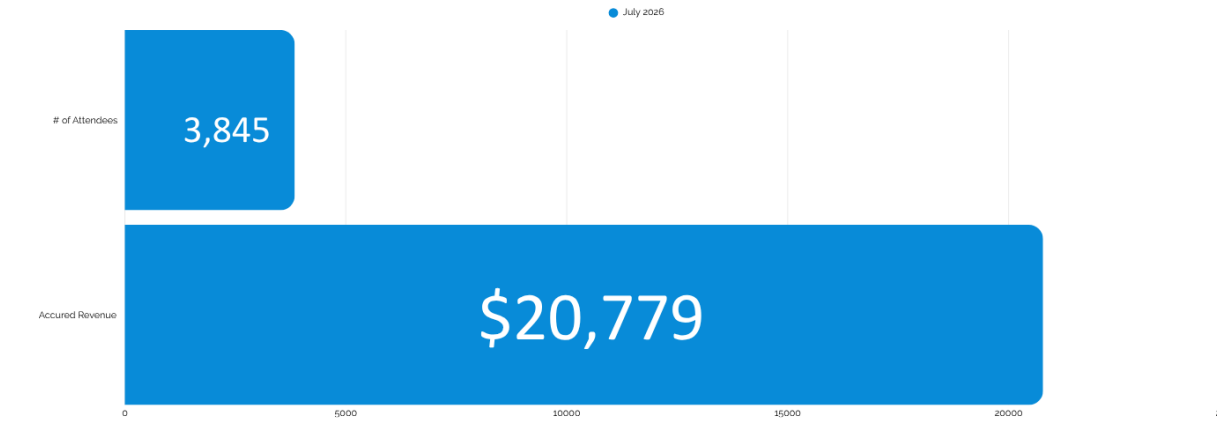
July was another strong and steady month for the Conference Center. We hosted a total of 30 events, welcoming a wide variety of groups into our facility. From quinceañeras and corporate meetings to multi-day trainings and community gatherings, our calendar stayed consistently busy throughout the month.

One of our largest returning events was the Battle Penguin Card Show, which continues to grow each year. The show has quickly become one of Oklahoma's premier trading card events, drawing collectors, vendors, and enthusiasts from across the region. With more than 1,200 attendees over the weekend, the event once again filled the facility with great energy and activity while bringing significant traffic into Glenpool. Its continued growth has made it one of our signature annual events and demonstrates the Conference Center's ability to successfully host large-scale public events.

We were also proud to host the MCN Youth Summit for the third consecutive year. The summit brought together Muscogee (Creek) Nation youth for several days of leadership development, educational sessions, cultural engagement, and networking opportunities. Programs like the Youth Summit provide young people with valuable skills while strengthening connections within their communities. We are honored that the Conference Center continues to be selected as the venue for this important annual event and appreciate the opportunity to support programs that invest in the next generation of leaders.

In addition to these larger events, July included numerous business meetings, trainings, and educational seminars that kept every area of the facility in use. The diversity of events throughout the month reflects the Conference Center's flexibility to accommodate everything from small meetings to large public gatherings.

Overall, July was a successful month that showcased the Conference Center as a premier destination for corporate events, community organizations, educational programs, and special celebrations. We look forward to building on this momentum as we head into a very busy fall event season.





Social Media Monthly Stats:

Profile ▲	Audience ⇅	Net Audience Growth ⇅	% Audience Growth ⇅	Published Posts ⇅	Published Carousels ⇅	Published Videos ⇅	Published Photos ⇅
Your Profiles Average	11,823.00	193.00	1.66%	38.00	—	3.00	34.00
Competitor Profiles Average	13,036.67	284.67	2.23%	43.50	—	5.00	34.33
1 City of Bixby - Muni...	12,893	147	1.15%	40	N/A	16	22
2 City of Coweta	12,609	122	0.98%	49	N/A	0	48
3 City of Glenpool, ...	11,823	193	1.66%	38	N/A	3	34
4 City of Jenks - Muni...	13,410	949	7.62%	29	N/A	7	17
5 City of Owasso, OK ...	18,129	359	2.02%	109	N/A	4	95
6 City of Sand Spring...	12,525	49	0.39%	11	N/A	0	10
7 City of Sapulpa Gov.	8,654	82	0.96%	23	N/A	3	14

Top City Social Media Posts for May:

 City of Glenpool, O... Fri 7/17/2026 10:43 am CDT No rescue is too small! Glenpool firefighters recently came to... Engagements: 5,479 Reactions: 722 Comments: 57 Shares: 24 Post Link Clicks: — Other Post Clicks: 4,676	 City of Glenpool, O... Mon 6/29/2026 4:42 pm CDT Red, White & Boom Bash Has a New Date! ... Engagements: 2,566 Reactions: 361 Comments: 65 Shares: 156 Post Link Clicks: — Other Post Clicks: 1,984	 City of Glenpool, O... Thu 7/16/2026 9:45 am CDT Did you know? By 1908, Glenpool's first school was serving 250 children. As the oil boom transformed the community,... Engagements: 2,121 Reactions: 299 Comments: 47 Shares: 31 Post Link Clicks: — Other Post Clicks: 1,744	 City of Glenpool, O... Fri 7/10/2026 2:42 pm CDT Red, White & Boom Bash Event Information 🌟 ... Engagements: 1,891 Reactions: 57 Comments: 18 Shares: 17 Post Link Clicks: — Other Post Clicks: 1,799	 City of Glenpool, O... Wed 7/8/2026 11:01 am CDT The countdown is on, Glenpool! 🎆 Red, White & Boom Bash is happenin... Engagements: 1,564 Reactions: 143 Comments: 31 Shares: 86 Post Link Clicks: — Other Post Clicks: 1,304	 City of Glenpool, O... Tue 7/7/2026 11:10 am CDT The City of Glenpool is proud to recognize the Glenpool Police Department for receiving accredita... Engagements: 819 Reactions: 166 Comments: 33 Shares: 3 Post Link Clicks: — Other Post Clicks: 617
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City Comparative Performance Overview:

Profile ▲	Audience ⇅	Net Audience Growth ⇅	Published Posts ⇅	Impressions ⇅	Engagements ⇅
Reporting Period Jun 27, 2026 – Jul 28, 2026	37,473 ↗ 3.5%	1,276 ↘ 61.7%	197 ↗ 10.1%	1,879,170 ↘ 35%	115,639 ↘ 22.6%
Compare To May 26, 2026 – Jun 26, 2026	36,195	3,331	179	2,891,235	149,355
City of Glenpool, Oklah...	11,823	193	38	386,191	20,319
Glenpool Animal Contr...	11,646	95	80	277,992	20,442
Glenpool Conference C...	2,353	3	25	9,396	842
Glenpool Police Depart...	11,651	985	54	1,205,591	74,036

Economic Development/Grants

Economic Development

Business, Retention, & Expansion (BR&E):

- On July 27th, the Economic Development Team met for its monthly meeting to discuss city and regional economic development updates, review progress toward strategic economic development goals, coordinate primary-job company outreach and business visitation efforts, discuss workforce initiatives, recognize partner successes, and begin planning activities for Manufacturing Awareness Month in October.

New Business/Sites

- Housing Assessment Update – On July 20, the Glenpool Housing Market Assessment was presented to the City Council. The assessment identified six strategic focus areas, including housing diversity, housing attainability, livability, neighborhood quality, retail quality adjacent to residential areas, and streamlined development processes. Staff will now review the recommendations, evaluate implementation considerations, incorporate City Council feedback, and develop a prioritized implementation plan. Staff will return to the City Council on September 7, 2026, to present final implementation recommendations for consideration and potential adoption.
- Met with a local business property owner to discuss concerns regarding existing engineering and infrastructure issues affecting the property, as well as potential City assistance, and coordinated a follow-up meeting with the COO/City Engineer to review concerns and identify possible solutions.

Travel/Training/Misc:

- On July 16, attended the Tulsa Regional Chamber's State of Workforce & Talent event to engage with regional education, workforce, and industry leaders, gain insight into emerging industry workforce needs, and learn about talent pipeline strategies, workforce training initiatives, and partnership opportunities that can support Glenpool employers and strengthen the local workforce.
- On July 17, met with a project consulting engineer to discuss updates on a potential development project in Glenpool and learn how the City can assist in supporting the project's progress.

Grants and Special Projects

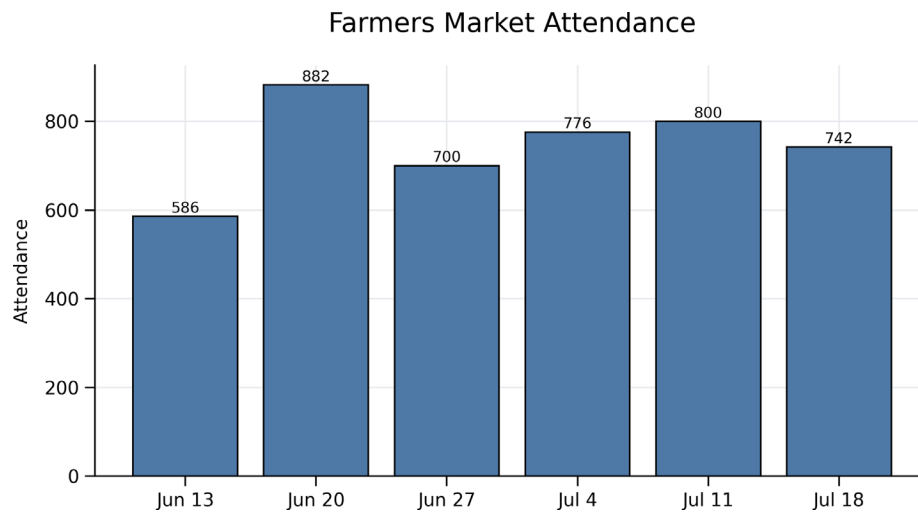
- Submitted a Federal Grant on 7/15/2026 for DOJ FY 2026 Bridging Immigration-related Deficits Experienced Nationwide (BIDEN) Program in the amount of \$1,533,635.00 for the Police Department (CAD and new systems for Dispatch).

- Recreational Trails Program Grant 2026 was approved on 6/30/26 in the amount of \$375,000. Our matching portion of that amount is \$75,000.
- Final submission of SAFE grant for PD (handheld finger printing devices) in the amount of \$10,700 submitting week of 7/27/2026.

Special Projects

- Farmers Market
 - July 11th market had live music with the Matthew Caldwell Band.
 - July 25th market we hosted a “Beat the Heat” theme with the inclusion of the Fire Department there to bring some cooling down experiences, McDonald’s giveaways that were donated, and two AMC gift cards for completing our market BINGO cards.





- Red White and Boom Bash
 - Held on July 10th, 2026 (rescheduled from original date of 6/27)
 - Placer AI recorded 2,200 cell phone pings (this does not include children)
 - Post-event meeting was held on 7/22/26 to understand what we did right and what we could do better



Upcoming City Events for August 2026

Date	Event
Aug 1 st and 22 nd	Farmers Market
August 27 th through 30 th	BlackGold Days (Chamber of Commerce)

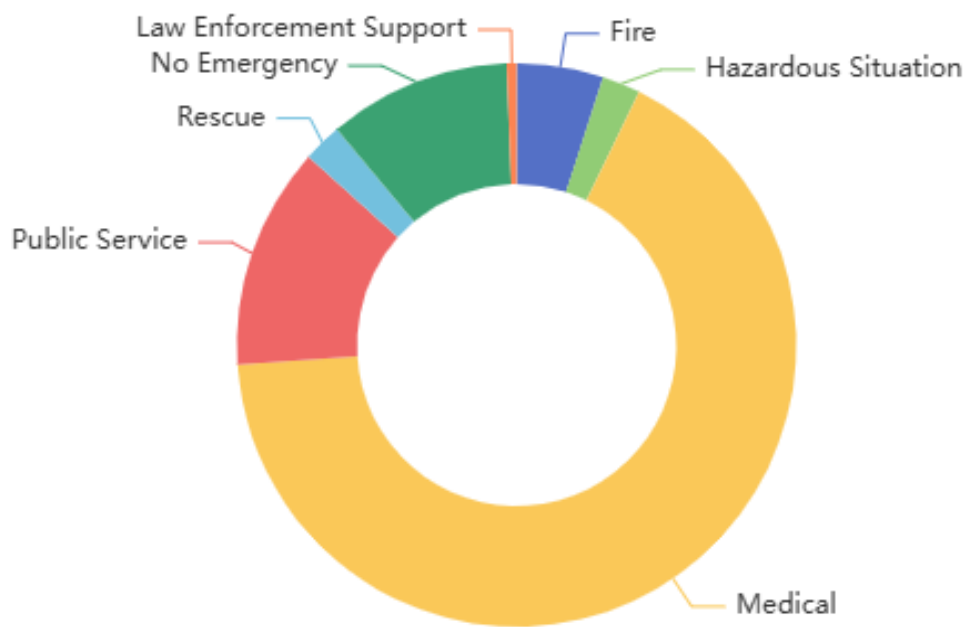
Fire Department

Glenpool Fire Department Operations June 2026

6/24/26-7/23/26

CM Report

Run Type	# of Calls	Totals Calls
EMS Runs	127	180
Fire Runs	53	
Overlapping	35	



Fire	9
Hazardous Situation	4
Medical	120
Medical Lift Assist	7
Public Service	16
Rescue	4
False Alarm/ Good Intent	19
Law Enforcement Support	1
Total	180

Police Department

STAFFING

The department has one vacant officer position. The position has been posted, and we are currently accepting applications.

HIGHLIGHTS

Officers are participating in a community outreach event with McDonalds. The first event was on 07/21/26 at McDonalds on 141st Street. We invite kids to come and take part in several activities, such as coloring and playdoh.

The department was excited to be a part of Red Whie and Boom Bash. We had a great time, and the turnout was awesome. The biggest perceived issue was traffic once the event was over. All traffic was cleared from both 151st Street and Highway 75 in about 30 minutes, without incident.



June 27- July 26, 2026



Calls for Service	1616
Arrest	36
DUI	11
Collisions	30
Alarm Calls	52
Animal Control	98
Burglary	1
Disturbance	17
Domestic	21
Fraud	12
Harassment	5
Larceny	7
Loud Noise	22
Motorist Assist	34
Suspicious Activity	24
Trespassing	4
Traffic Stops	634



Always be **truthful** & **transparent**.

OUR CORE VALUES

Savor
the journey.

Show that you **care**.
Create **WOW** moments.

Make learning a **habit**.

**OUR MISSION: DEVELOPING A CULTURE OF TRUST
TO BETTER SERVE OUR COMMUNITY**

CITY COUNCIL

MEETING MINUTES

JULY 20, 2026

COUNCIL PRESENT:	Tim Fox, Jaci Triplett-Lund, Joyce Calvert, Chris Brobst, Shayne Buchanan
COUNCIL ABSENT:	
STAFF PRESENT:	David Tillotson, LeaAnn Reed, Lesli Smith.
STAFF ABSENT:	David Agbetunsin

- A) **Call to Order - Joyce G. Calvert, Mayor**
Mayor Calvert called the meeting to order at 6:00 p.m.
- B) **Roll Call, Declaration of a Quorum - Lesli Smith, City Clerk; Joyce G. Calvert, Mayor**
Lesli Smith called the roll; Mayor Calvert declared a quorum present. Eric Nelson, Attorney, of Rosenstein, Fist & Ringold, were also in attendance.
- C) **Invocation - Akilas Abraham, Bethel India Christian Assembly**
David Tillotson, City Manager gave the invocation.
- D) **Pledge of Allegiance - Joyce G. Calvert, Mayor**
- E) **Management Report**
City Manager Tillotson announced that the City's Wastewater Treatment Facility received the Project of the Year award from the American Society of Civil Engineers.
- F) **Mayor Report - Joyce G. Calvert, Mayor**
There were no Mayor comments.
- G) **Council Comments**
There were no council comments.
- H) **Public Comments**
There were no public comments.
- I) **Consideration and appropriate action relating to a request for approval of the Consent Agenda.**

- 1) To approve the minutes from the July 6, 2026, meeting.

Moved by Jaci Triplett-Lund, seconded by Tim Fox

For	Against
Tim Fox, Jaci Triplett-Lund, Joyce Calvert, Chris Brobst, Shayne Buchanan	None
5	0

Abstained	Absent
None	
0	

To approve the consent agenda.

CARRIED.

J) **Consideration and appropriate action relating to items removed from the Consent Agenda**

No items were removed from the consent agenda.

K) **Scheduled Business**

- 1) Presentation and discussion of the Glenpool Housing Market Assessment conducted by Catalyst Commercial.

This was a presentation and discussion only. No motions or votes were taken on this item.

- 2) Discussion and possible action to approve, amend, or deny Ordinance #840, an ordinance creating a new section of the City Code of the City of Glenpool, Oklahoma, to be codified as Section 4-3C-1 through 4-3C-4 of Article C of Chapter 3 of Title 4 of the City Code prohibiting smoking and the use of tobacco products and vapor products on City property, providing definitions; providing for signage, enforcement, penalties, severability, repealer, and an effective date.

Moved by Chris Brobst, seconded by Tim Fox

For	Against
Tim Fox, Jaci Triplett-Lund, Joyce Calvert, Chris Brobst	Shayne Buchanan
4	1

Abstained	Absent
None	
0	

To approve, Ordinance #840, an ordinance creating a new section of the City Code of the City of Glenpool, Oklahoma, to be codified as Section 4-3C-1 through 4-3C-4 of Article C of Chapter 3 of Title 4 of the City Code prohibiting smoking and the use of tobacco products and vapor products on City property, providing definitions; providing for signage, enforcement, penalties, severability, repealer, and an effective date.

CARRIED.

Mayor Calvert recessed the meeting at 6:37 p.m.

Mayor Calvert reconvened the meeting at 7:22 p.m.

- 3) Discussion and possible action to enter into Executive Session for the purposes of conferring on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to remain or to locate within the City of Glenpool because public disclosure of the matter discussed would interfere with the development of products or services and would violate the confidentiality of such business, pursuant to 25 O.S. § 307.C.11 of the Open Meeting Act;.

Moved by Chris Brobst, seconded by Jaci Triplett-Lund

For	Against
Tim Fox, Jaci Triplett-Lund, Joyce Calvert, Chris Brobst, Shayne Buchanan	None
5	0

Abstained	Absent
None	
0	

To enter into Executive Session for the purposes of conferring on matters pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to remain or to locate within the City of Glenpool because public disclosure of the matter discussed would interfere with the

development of products or services and would violate the confidentiality of such business, pursuant to 25 O.S. § 307.C.11 of the Open Meeting Act;.

CARRIED.

Council convened into executive session at 7:22 p.m.

Council reconvened into regular session at 8:14 p.m.

No motions were made and no votes were taken on any items discussed during Executive Session.

L) **Adjournment**

The meeting was adjourned at 8:14 p.m.

To: The Honorable Mayor and Council

From: Josh Brannon, Finance Director

Meeting Date: August 3, 2026

Department/Office: Finance

Item Name: Equitable Sharing Agreement and Certification

Summary:

The Glenpool Police Department is an active participant in the Federal Equitable Sharing Program through the U.S. Department of Justice and the U.S. Department of the Treasury. This program shares monetary assets seized during the adjudication of federal crimes in which the Glenpool Police Department assisted.

Glenpool is required to submit an annual report which demonstrates how these funds were utilized during the previous year. As designated Jurisdiction Finance Contact, it is my responsibility to submit the annual report on behalf of the Glenpool Police Department.

Attached is the completed FY ending June 30, 2026, Equitable Sharing Agreement and Certification report. The report requires that I obtain approval and authorization from Police Chief Jeremy Plane, Agency Head, as well as Mayor Calvert, Governing Body Head, prior to submitting the report.

Recommended Action:

Staff recommends approval and authorization for Joshua Brannon to electronically submit the FY 2025-2026 annual Equitable Sharing Agreement and Certification.

Budget:

Attachments:

1. FY 2025-2026 Equitable Sharing Agreement and Certification



Equitable Sharing Agreement and Certification



NCIC/ORI/Tracking Number: OK0720700

Agency Name: City Of Glenpool Police Department

Type: Police Department

Mailing Address: 12205 S Yukon Ave
Glenpool, OK 74033

Agency Finance Contact

Name: Plane, Jeremy

Phone: (918)322-8110

Email: jplane@cityofglenpool.com

Jurisdiction Finance Contact

Name: Brannon, Joshua (Finance Director)

Phone: 918-209-4628

Email: jbrannon@cityofglenpool.com

ESAC Preparer

Name: Brannon, Joshua

Phone: 918-209-4628

Email: jbrannon@cityofglenpool.com

FY End Date: 06/30/2026

Agency FY 2027 Budget: \$4,015,197.00

Annual Certification Report

Summary of Equitable Sharing Activity		Justice Funds ¹	Treasury Funds ²
1	Beginning Equitable Sharing Fund Balance	\$9.49	\$1,695.47
2	Equitable Sharing Funds Received	\$0.00	\$0.00
3	Other Income	\$0.00	\$0.00
4	Interest Income	\$0.00	\$0.41
5	Total Equitable Sharing Funds Received (total of lines 2-4)	\$0.00	\$0.41
6	Equitable Sharing Funds Spent (total of lines a - n)	\$0.00	\$0.00
7	Ending Equitable Sharing Funds Balance (difference between line 6 and the sum of lines 1 and 5)	\$9.49	\$1,695.88

¹Department of Justice Asset Forfeiture Program Investigative Agency participants are: FBI, DEA, ATF, USPIS, USDA, DCIS, DSS, and FDA

²Department of the Treasury Asset Forfeiture Program participants are: IRS-CI, ICE, CBP and USSS.

Summary of Shared Funds Spent		Justice Funds	Treasury Funds
a	Law Enforcement Administrative Costs	\$0.00	\$0.00
b	Training and Education	\$0.00	\$0.00
c	Law Enforcement, Public Safety, and Detention Facilities	\$0.00	\$0.00
d	Law Enforcement Equipment	\$0.00	\$0.00
e	Joint Law Enforcement and Public Safety Operations	\$0.00	\$0.00
f	Contracts for Services	\$0.00	\$0.00
g	Law Enforcement Travel and Per Diem	\$0.00	\$0.00
h	Law Enforcement Awards and Memorials	\$0.00	\$0.00
i	Drug, Gang, and Other Prevention or Awareness Programs	\$0.00	\$0.00
j	Overtime	\$0.00	\$0.00
k	Law Enforcement Initiatives that Further Investigations	\$0.00	\$0.00
l	Salaries	\$0.00	\$0.00
m	Non-Categorized Expenditures	\$0.00	\$0.00
	Total	\$0.00	\$0.00

Other Income

Other Income Type	Justice Funds	Treasury Funds

Salaries

Salary Type	Justice Funds	Treasury Funds

Non-Categorized Expenditures

Description	Justice Funds	Treasury Funds

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create accurate and easily understood forms that impose the least possible burden on you to complete. The estimated average time to complete this form is 30 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, please write to the Money Laundering and Asset Recovery Section at 1400 New York Avenue, N.W., Washington, DC 20005.

Privacy Act Notice

The Department of Justice is collecting this information for the purpose of reviewing your equitable sharing expenditures. Providing this information is voluntary; however, the information is necessary for your agency to maintain Program compliance. Information collected is covered by Department of Justice System of Records Notice, 71 Fed. Reg. 29170 (May 19, 2006), JMD-022 Department of Justice Consolidated Asset Tracking System (CATS). This information may be disclosed to contractors when necessary to accomplish an agency function, to law enforcement when there is a violation or potential violation of law, or in accordance with other published routine uses. For a complete list of routine uses, see the System of Records Notice as amended by subsequent publications.

Single Audit Information

Independent Auditor

Name: Vanderslice, Kirk
Company: Hinkle & Company PC
Phone: 918-494-3388 **Email:** kirk@hiklecpas.com

Were equitable sharing expenditures included on the Schedule of Expenditures of Federal Awards (SEFA) for the jurisdiction's Single Audit for the prior fiscal year? If the jurisdiction did not meet the threshold to have a Single Audit performed, select Threshold Not Met.

YES ☒ NO ☐ THRESHOLD NOT MET ☐

Prior Year Single Audit Number Assigned by Federal Audit Clearinghouse: 2025-06-GSAFAC-0000402476

Affidavit

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations under the *Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies (Guide)* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. The undersigned officials certify that the information submitted on the Equitable Sharing Agreement and Certification form (ESAC) is an accurate accounting of funds received and spent by the Agency.

The undersigned certify that the Agency is in compliance with the applicable nondiscrimination requirements of the following laws and their Department of Justice implementing regulations: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), which prohibit discrimination on the basis of race, color, national origin, disability, or age in any federally assisted program or activity, or on the basis of sex in any federally assisted education program or activity. The Agency agrees that it will comply with all federal statutes and regulations permitting federal investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights and other applicable statutes and regulations. Further, agencies are required to collect race and ethnicity data as required by 28 C.F.R. 42.106(b) and 31 C.F.R. 22.6(b).

Equitable Sharing Agreement

This Federal Equitable Sharing Agreement, entered into among (1) the Federal Government, (2) the Agency, and (3) the Agency's governing body, sets forth the requirements for participation in the federal Equitable Sharing Program and the restrictions upon the use of federally forfeited funds, property, and any interest earned thereon, which are equitably shared with participating law enforcement agencies. By submitting this form, the Agency agrees that it will be bound by the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. Submission of the ESAC is a prerequisite to receiving any funds or property through the Equitable Sharing Program.

1. Submission. The ESAC must be signed and electronically submitted within two months of the end of the Agency's fiscal year. Electronic submission constitutes submission to the Department of Justice and the Department of the Treasury.

2. Signatories. The ESAC must be signed by the head of the Agency and the head of the governing body. Examples of Agency heads include police chief, sheriff, director, commissioner, superintendent, administrator, county attorney, district attorney, prosecuting attorney, state attorney, commonwealth attorney, and attorney general. The governing body head is the head of the agency that appropriates funding to the Agency. Examples of governing body heads include city manager, mayor, city council chairperson, county executive, county council chairperson, administrator, commissioner, and governor. The governing body head cannot be an official or employee of the Agency and must be from a separate entity.

3. Uses. Shared assets must be used for law enforcement purposes in accordance with the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations.

4. Transfers. Before the Agency transfers funds to other state or local law enforcement agencies, it must obtain written approval from the Department of Justice or Department of the Treasury. Transfers of tangible property are not permitted. Agencies that transfer or receive equitable sharing funds must perform sub-recipient monitoring in accordance with the Code of Federal Regulations.

5. Internal Controls. The Agency agrees to account separately for federal equitable sharing funds received from the Department of Justice and the Department of the Treasury, funds from state and local forfeitures, joint law enforcement operations funds, and any other sources must not be commingled with federal equitable sharing funds.

The Agency certifies that equitable sharing funds are maintained by its jurisdiction and the funds are administered in the same manner as the jurisdiction's appropriated or general funds. The Agency further certifies that the funds are subject to the standard accounting requirements and practices employed by the Agency's jurisdiction in accordance with the requirements set forth in the *Guide*, any subsequent updates, and the Code of Federal Regulations, including the requirement to maintain relevant documents and records for five years.

The misuse or misapplication of equitably shared funds or assets or supplantation of existing resources with shared funds or assets is prohibited. The Agency must follow its jurisdiction's procurement policies when expending equitably shared funds. Failure to comply with any provision of the *Guide*, any subsequent updates, and the Code of Federal Regulations may subject the Agency to sanctions.

6. Single Audit Report and Other Reviews. Audits shall be conducted as provided by the Single Audit Act Amendments of 1996 and OMB Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards. The

Agency must report its equitable sharing expenditures on the jurisdiction's Schedule of Expenditures of Federal Awards (SEFA) under Assistance Listing Number 16.922 for Department of Justice and 21.016 for Department of the Treasury. The Department of Justice and the Department of the Treasury reserve the right to conduct audits or reviews.

7. Freedom of Information Act (FOIA). Information provided in this Document is subject to the FOIA requirements of the Department of Justice and the Department of the Treasury. Agencies must follow local release of information policies.

8. Waste, Fraud, or Abuse. An Agency or governing body is required to immediately notify the Department of Justice's Money Laundering and Asset Recovery Section and the Department of the Treasury's Executive Office for Asset Forfeiture of any allegations or theft, fraud, waste, or abuse involving federal equitable sharing funds.

Civil Rights Cases

During the past fiscal year: (1) has any court or administrative agency issued any finding, judgment, or determination that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above; or (2) has the Agency entered into any settlement agreement with respect to any complaint filed with a court or administrative agency alleging that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above?

☐ Yes ☒ No

Agency Head

Name: Plane, Jeremy
Title: Police Chief
Email: jplane@cityofglenpool.com

Signature: _____ Date: _____

To the best of my knowledge and belief, the information provided on this ESAC is true and accurate and has been reviewed and authorized by the Law Enforcement Agency Head whose name appears above. Entry of the Agency Head name above indicates his/her agreement to abide by the Guide, any subsequent updates, and the Code of Federal Regulations, including ensuring permissibility of expenditures and following all required procurement policies and procedures.

Governing Body Head

Name: Calvert, Joyce G.
Title: Mayor
Email: Jcalvertward3@gmail.com

Signature: _____ Date: _____

To the best of my knowledge and belief, the Agency's current fiscal year budget reported on this ESAC is true and accurate and the Governing Body Head whose name appears above certifies that the agency's budget has not been supplanted as a result of receiving equitable sharing funds. Entry of the Governing Body Head name above indicates his/her agreement to abide by the policies and procedures set forth in the Guide, any subsequent updates, and the Code of Federal Regulations.

☐ I certify that I have obtained approval from and I am authorized to submit this form on behalf of the Agency Head and the Governing Body Head.

To: The Honorable Mayor and Council

From: Jeremy Plane, Chief of Police

Meeting Date: August 3, 2026

Department/Office: Police

Item Name: Discussion and possible action to approve or deny the Oklahoma Highway Safety Office grant for 2027

Summary:

The police department has been selected for the OHSO Grant for 2026-2027. The grant will begin on October 1, 2026, and end on September 30, 2027. The grant pays the officers overtime for dedicated traffic enforcement shifts. We will participate in Click-it-or-Ticket and all DUI initiatives as part of the grant award.

Recommended Action:

Staff recommends approval to accept the 2026-2027 OHSO Grant in the amount of \$47,268.00 to assist with traffic enforcement.

Budget:

Attachments:

1. OHSO 2026-2027

Grant Agreement Summary – Part 1

Title of Contract:

Glenpool Occupant Protection Enforcement

*

OHSO Project Number:

OP-27-03-08-05

Award Amount:

\$47,268.00

CFDA Number:

206002700

FAIN Number:

69A37527300004020OK0

TTA Number:

TOTAL AWARD:

\$47,268.00

Project Period:

Oct 01, 2026 - Sep 30, 2027

\$

Primary

Program Area: Occupant Protection

Organization:

Glenpool Police Department

Address:

14536 S. Elwood Ave

City:

Glenpool

State:

OK

Zip:

74033

FEI Number:

23-7196935

DUNS Number:

047988647

Project Director:

JEREMY PLANE

Title:

CHIEF OF POLICE

Phone Number:

(918) 322-8110

Fax Number:

(918) 322-3011

Project Goals:

To conduct 900 hours or more of overtime high visibility traffic enforcement in FFY27, contributing to statewide traffic safety improvement goals and the reduction of KA crashes in the City of Glenpool.

Problem Identification:

The City of Glenpool encompasses approximately 11 square miles and is a suburb of Tulsa. In 2025, the population estimate was over 15,000 with over 160,000,000 Vehicle Miles Traveled (VMT). A five-year evaluation of data provided by the Oklahoma Highway Safety Office reveals 8 fatal crashes and 105 total injury collisions in Glenpool between 2017 and 2021. The five-year evaluation also revealed that Glenpool consistently rates high for speeding motorists, impaired drivers and distracted drivers.

Statistics from the Glenpool Police Department local data base show officers were dispatched to 105 reported injury and 349 non-injury collisions in 2023. In 2024 officers were dispatched to 122 injury and 316 non-injury collisions. In 2025 officers were dispatched to 115 injury and 421 non-injury collisions. During 2025 officers responded to 4 fatality collisions.

According to 2023 Oklahoma FARS data, the City of Glenpool ranks high and above the state rate for Fatal crashes (7), persons killed (7), Distracted Driving KA crashes (2), and Unrestrained Fatalities (2), per 100 million VMT. They also rank mid-range and above the state rate for Drug-Related KA crashes (1) and Unsafe Speed KA crashes (3), per 100 million VMT.

Historically in Oklahoma, approximately 50% of all fatalities with known use were not utilizing seat belts or child restraints. In 2023, that contributed to 202 Oklahomans losing their lives. Many of these fatalities were partially or completely ejected from the vehicle they were riding in. In the 2025 Oklahoma Seat Belt Survey, statewide seat belt usage was 85.3% which falls significantly below the national seat belt use rate of 91.2%. Jurisdiction of the City of Glenpool is within Tulsa and Creek Counties. These counties are included in the statewide survey and reflect use rates of 85.1% and 82.1% respectively.

Project Description:

The Glenpool Police Department will conduct overtime high visibility enforcement (HVE) in support of state and national goals to reduce the incidence of KA crashes in their community. HVE will emphasize occupant protection enforcement but may also include other dangerous driving behaviors. To identify times and locations for enforcement activity, the Project Director will utilize state and local data and reference sources available as well as observational surveys. Public information and education (PI&E) supporting enforcement activities will be conducted monthly as part of the HVE strategy to inform and educate the public on the importance of traffic safety as well as the agency's ongoing effort to support safe driving behaviors.

Data suggests that belt use is lower at night. This grant requires at least 10% of the occupant protection HVE hours to be worked during nighttime hours (beginning at 6pm).

Funding is provided for in-state travel for project personnel to attend the Project Directors Training Course and/or annual OHSO Traffic Safety Summit.

The Glenpool Police Department will employ the following evidence-based strategies in conducting grant-related activities:

Countermeasure Strategies:

*Sustained Seat Belt Enforcement 3**

Short-Term, High-Visibility Seat Belt Law Enforcement

Short-Term, High-Visibility Child Passenger Safety Law Enforcement

Nighttime, High-Visibility Seat Belt Law Enforcement

This grant is subject to the terms and conditions set forth in the Pre-Application guidelines and any modifications agreed to during negotiation and reflected in the Award Documents, or by Contract Change Order hereafter, including; Part I-Grant Agreement Summary; Budget Summary; Budget Detail; Activity/Milestones; General Provisions – Part II; Specific Agreements – Part III; and Certification pages.

In addition, the grantee agrees to the following:

1. If the grantee is a law enforcement agency, the grantee agrees to participate in and support NHTSA's national goals and law enforcement mobilizations ("Click It or Ticket" and "Drive Sober or Get Pulled Over"), including submitting both pre and post reports through the OHSO online Mobilization Reporting System.
2. At the end of the project year and no later than November 1, the Project Director will submit the End of Year Project Summary Report outlining the project accomplishments and whether the project goal(s) was met.

In accordance with OMB Circular A-133, the Oklahoma Highway Safety Office (OHSO) is required to supply each grantee with pertinent information regarding the grant awarded. The Oklahoma Highway Safety Office (OHSO) is a pass-through agency for federal funds provided by the U.S. Dept of Transportation, National Highway Traffic Safety Administration (NHTSA).

On the chart below, locate the "Start of Project Number for each grant awarded to obtain the information your agency's financial department will need for Federal/State reporting purposes.

Start of Project Number	Program Area	CFDA No.	Award Name	Section No.

AI	Accident Investigation	20.6000000	State and Community Highway Safety	402
AL	Alcohol	20.6000000	State and Community Highway Safety	402
DE	Driver Education	20.6000000	State and Community Highway Safety	402
MC	Motorcycle Safety	20.6000000	State and Community Highway Safety	402
OP	Occupant Protection	20.6000000	State and Community Highway Safety	402
PS	Pedestrian Safety	20.6000000	State and Community Highway Safety	402
PT	Police Traffic Services	20.6000000	State and Community Highway Safety	402
RH	Railroad/Highway Crossings	20.6000000	State and Community Highway Safety	402
SE	Speed Enforcement	20.6000000	State and Community Highway Safety	402
TR	Traffic Records	20.6000000	State and Community Highway Safety	402
TSP	Teen Safety Programs	20.6000000	State and Community Highway Safety	402
M2	405b OP Low	20.6160000	Occupant Protection	405b
M3	21 405c Data Program	20.6160000	State Traffic Safety Information Systems Improvements	405c
M5	405d Impaired Driving Mid	20.6160000	Impaired Driving Countermeasures	405d
M9	405f Motorcycle Programs	20.6160000	Motorcyclist Safety	405f

If you have any questions, please contact your Program Manager.

Budget Summary Projections

Cost Category Items	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Annual Total
	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun	Jul	Aug	Sep	
I. Personnel													
A. Salaries	\$3,677.00	\$3,677.00	\$3,678.00	\$3,677.00	\$3,677.00	\$3,678.00	\$3,677.00	\$3,677.00	\$3,678.00	\$3,677.00	\$3,677.00	\$3,678.00	\$44,128.00
B. Benefits	\$53.00	\$53.00	\$54.00	\$53.00	\$53.00	\$54.00	\$53.00	\$53.00	\$54.00	\$53.00	\$53.00	\$54.00	\$640.00
II. Travel													
A. In-State Travel	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
B. Out-of-State Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
III. Operating Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
IV. Contractual Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
V. Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Monthly Total	\$4,730.00	\$3,730.00	\$3,732.00	\$3,730.00	\$3,730.00	\$3,732.00	\$3,730.00	\$3,730.00	\$5,232.00	\$3,730.00	\$3,730.00	\$3,732.00	\$47,268.00

Budget Detail Projections

Cost Category Items		Project #	Description			
OCT	NOV	DEC	JAN	FEB	MAR	Semi-Annual
APR	MAY	JUN	JUL	AUG	SEP	Annual
I.A.	1	OP-27-03-08-05	Salary for overtime high visibility enforcement/PI&E and other approved activities (rate not to exceed 1.5 times regular hourly rate unless contractually required and approved by OHSO).			
\$3,677.00	\$3,677.00	\$3,678.00	\$3,677.00	\$3,677.00	\$3,678.00	\$22,064.00
\$3,677.00	\$3,677.00	\$3,678.00	\$3,677.00	\$3,677.00	\$3,678.00	\$44,128.00
I.B.	1	OP-27-03-08-05	Benefits for overtime high visibility enforcement/PI&E and other approved activities at 1.45%.			
\$53.00	\$53.00	\$54.00	\$53.00	\$53.00	\$54.00	\$320.00
\$53.00	\$53.00	\$54.00	\$53.00	\$53.00	\$54.00	\$640.00
II.A.	1	OP-27-03-08-05	In-state travel for Project Director's Training and OHSO Traffic Safety Summit to include: registration, lodging, M&IE and transportation expenses in accordance with the State Travel Reimbursement Act and current GSA rates.			
\$1,000.00						\$1,000.00
		\$1,500.00				\$2,500.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00

Activity/Milestones Projections

MILESTONE PROJECTIONS												
Activity #		Project #			Description							
1st Quarter				2nd Quarter				3rd Quarter			4th Quarter	
Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun	Jul	Aug	Sep	Total
1			OP-27-03-08-05			Hours of overtime occupant protection enforcement/PI&E worked (based on average OT rate of \$42/hour).						
87.00	88.00	87.00	88.00	87.00	88.00	87.00	88.00	87.00	88.00	87.00	88.00	1,050.00
2			OP-27-03-08-05			Hours of overtime occupant protection nighttime enforcement worked (based on 10% of total hours worked).						
9.00	9.00	8.00	9.00	9.00	9.00	8.00	9.00	9.00	9.00	8.00	9.00	105.00
3			OP-27-03-08-05			Number of vehicle stops completed (target is based on a minimum of 2 stops per hour).						
174.00	176.00	174.00	176.00	174.00	176.00	174.00	176.00	174.00	176.00	174.00	176.00	2,100.00
4			OP-27-03-08-05			Conduct at least 1 PI&E activity related to traffic safety – minimum 1 per month (to include media contacts, traffic safety presentations, etc.).						
1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00
5			OP-27-03-08-05			Conduct at least 1 PI&E activity per month directly related to occupant protection (to include child passenger safety and seat belt use).						
1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	12.00
6			OP-27-03-08-05			Project Director or designee and financial representative to attend the annual Project Director's Training conducted by OHSO.						
2.00												2.00
7			OP-27-03-08-05			Sign up for and participate in national mobilizations, to include Click-It-Or-Ticket in May and Drive Sober or Get Pulled Over in December and August.						
	1.00					1.00			1.00			3.00
8			OP-27-03-08-05			Report on mobilization participation, to include Click-It-Or-Ticket in May and Drive Sober or Get Pulled Over in December and August.						
		1.00					1.00			1.00		3.00
												0.00
												0.00

To: The Honorable Mayor and Council

From: Josh Brannon, Finance Director

Meeting Date: August 3, 2026

Department/Office: Finance

Item Name: Modification to Lease #64711EU (Fire Truck Refurbishments and Equipment)

Summary:

In December 2023, City Council approved Lease #64711EU for the refurbishment of two fire trucks and for the purchase of approximately \$200,000 worth of equipment. Over the remainder of FY 2023-2024 and into FY 2024-2025, the Fire Department had sufficient budgetary savings to purchase \$200,076.89 of equipment outright. As a result, the cost of the loose equipment was not financed. Addendum Number One of the lease modifies the description of the collateral to remove reference to the equipment. Additionally, the Payment Request Form reflects the unused lease proceeds and associated escrow earnings, totaling \$213,649.25, to be credited against the payment schedule. That schedule currently contains 3 remaining payments totaling \$437,921.37. Total remaining payments after the credit will be reduced to \$224,272.12.

Recommended Action:

Staff recommends approval of Addendum Number One and the Payment Request Form for Lease #64711EU

Budget:

Attachments:

1. Equipment Addendum
2. Payment Request Form (Release of Loan Proceeds)

ADDENDUM NUMBER ONE
Master Equipment Lease Purchase Agreement
DATED AS OF 12/15/2023

This Addendum Number One to the Master Equipment Lease Purchase Agreement dated as of 12/15/2023 (Agreement), by and between City of Glenpool (Lessee) and Community First National Bank (Lessor), is the first written addendum to the above referenced Agreement.

Whereas, the equipment description on the Agreement, specifically Equipment Schedule No. 01 dated 12/15/2023 lists the equipment as Repair Two (2) Fire Trucks 2000 & 2011 with Equipment Purchase and Installation. Equipment planned to be purchased using the escrow funds was purchased by the lessee and planned to be reimbursed. The equipment purchase date was out of the scope of the reimbursement resolution. Due to this, the equipment description should read: "Repair Two (2) Fire Trucks 2000 & 2011.

Whereas, the Lessee desires to execute this Addendum Number One to clarify for all parties the correct equipment description and to affirm Lessee's legal commitment under such Agreement.

Now, therefore, the parties hereby mutually agree, for consideration the receipt of which is hereby acknowledged, to amend the Agreement as follows:

1. The correct equipment description for this lease is "Repair Two (2) Fire Trucks 2000 & 2011
2. The Lessee acknowledges the Lessee is bound to the terms and conditions of the above referenced Agreement.
3. Except as modified by this Addendum Number One, the Agreement remains in full force and effect. No other modification or addendum of the Agreement shall be effective unless written and signed by the parties.

IN WITNESS WHEREOF, the Lessee and Lessor have caused this Addendum to be duly executed by their respective officers who have signed below.

Lease No. 64711EU

LESSEE:
City of Glenpool

LESSOR:
Community First National Bank

Joyce Calvert, Mayor

Terry Harts, Sr. VP

Date

Date

EXHIBIT A
PAYMENT REQUEST FORM

Community First National Bank, Escrow Agent under an Escrow Agreement dated as of 12/15/2023, by and among the said Escrow Agent, Community First National Bank (Lessor), and the City of Glenpool, (Lessee) is hereby requested to pay, from the Equipment Acquisition Fund held under said Escrow Agreement, to the persons, firms or corporation designated below as payee, the amount set forth opposite each such person's firm's or corporation's name, in payment of the Acquisition Costs (as defined in said Escrow Agreement) of the Equipment described on the attached page(s) designated opposite such Payee's name and account.

<u>Payee</u>	<u>Amount</u>	<u>Equipment</u>
Lessor	\$213,649.25	Apply funds to next payment due
	\$205,743.46	Lease Proceeds
	\$7,905.79	Escrow Earnings

By executing this Payment Request Form the Lessee hereby represents that the Payee or Payees listed above who are requesting payment have delivered the Equipment or a portion of the Equipment or performed the services to the satisfaction of the Lessee and that the amounts requested above by the Payee or Payees are proportionate with the value of the Equipment delivered or services rendered by the Payee or Payees.

Partial Disbursement. The undersigned certifies that the following documents are attached to this Payment Request Form when there is a request for a partial release of funds from the Escrow Account to pay for a portion of the Equipment: (1) Invoice from the Vendor, (2) copy of the agreement between Lessee and Vendor (if requested by the Lessor or Escrow Agent), (3) front and back copy of the original MSO/Title (if payment from Escrow Account is for a chassis) listing Community First National Bank and/or its assigns as the first lien holder. By executing this Payment Request Form and attaching the documents as required above, the Lessee shall be deemed to have accepted this portion of the Equipment for all purposes under the Lease, including, without limitation, the obligation of Lessee to make the Rental Payments with respect thereto in a proportionate amount of the total Rental Payment. By executing this Payment Request Form Lessee agrees that Lessee is the title owner to this portion of the Equipment and that in the event that any third party makes a claim to such title that Lessee will take all measures necessary to secure title including, without limitation, the appropriation of additional funds to secure title to this portion of the Equipment and keep the Lease in full force and effect.

Final Disbursement. The undersigned certifies that the following documents are attached to this Payment Request Form when there is a final release of funds from the Escrow Account: (1) Final Vendor Invoice, (2) Signed Acceptance Certificate, (3) Insurance Certificate, (4) front and back copy of the original MSO/Title listing Community First National Bank and/or its assigns as first lien holder (if not already received). By executing this Payment Request Form and attaching the documents as required above, the Lessee shall be deemed to have accepted the Equipment for all purposes under the Lease, including, without limitation, the obligation of Lessee to make the Rental Payments with respect thereto. By executing this Payment Request Form Lessee certifies that Lessee is the title owner to the Equipment and that in the event that any third party makes a claim to such title that Lessee will take all measures necessary to secure title including, without limitation, the appropriation of additional funds to secure title to the Equipment and keep the Lease in full force and effect.

LESSEE:

City of Glenpool

Joyce Calvert, Mayor

To: The Honorable Mayor and Council

From: David Tillotson, City Manager

Meeting Date: August 3, 2026

Department/Office: Administration

Item Name: Crossroads Communications Agreement for FY26-27

Summary:

The City has utilized the services of Crossroads Communications for several years. Crossroads assists city staff with marketing information, external communications to residents and business both inside and outside Glenpool's city limits and acts as the City's public information office. The Crossroads staff regularly liaises with Tulsa area media to ensure information is being communicated regularly and clearly with media representatives. It is my opinion that the services provided by Crossroads Communications are valuable to the City and I recommend that we approve the agreement for fiscal year 2026-2027.

Recommended Action:

Staff recommends approval of the contract with Crossroads Communications.

Budget:

Attachments:

1. Crossroads Communications.FYE27

CONTRACT FOR PROFESSIONAL SERVICES

Public Relations & Economic Development Consultation Services Crossroads Communications, LLC

This Contract (“Contract”) for Public Relations Consultation Services is made and entered into as of the 1st day of July 2026 by and between the City of Glenpool (“City”), an Oklahoma municipal corporation, and Crossroads Communications, LLC (“Consultant”).

This Contract shall be in effect as of the 1st day of July 2026 and shall be in effect through the 30th day of June 2027. The Contract Term may be extended or renewed by written mutual agreement of both parties.

WHEREAS, the Consultant offers specialized services for which the Consultant is a uniquely and discretely qualified source, to wit: crisis communications and Public Information Officer (PIO) services; municipal-focused public relations and marketing strategy, communication, planning, and implementation; social media and citizen-outreach communications management and execution; providing expert support for economic development efforts; and in-depth research through public and private industry-leading sources to support data assessments and add strength and credibility to its recommendations; and

WHEREAS, the City desires to enter into a Contract with the Consultant for the purposes set forth below.

NOW THEREFORE, the City and the Consultant do mutually agree as follows:

I. Scope of Services

A. Objectives of Contract/Performance Criteria

The objectives of the contractual relationship between City and Consultant are to: manage the City’s public image through public relations; provide consultation regarding community outreach and communication; improve the community environment through public communication across multiple channels; improve the retail environment by providing support, information, advice, assistance, and publicity for existing or potential businesses/developers/retailers in the City. Consultant will serve as a resource for public relations and project management/execution for the City, and as a marketing and advertising advisor and resource for City staff.

B. Public Relations

1. Serve as PIO for City departments, including Police, Fire, and Public Works as necessary.
2. Serve as crisis communications point person when necessary or advisable.

3. Advise and assist the City pertaining to any aspect of communications planning, community or public relations where City has a need and Consultant has applicable knowledge or experience.
4. Manage public relations efforts for the City, including writing for the media, distribution, coordination efforts, utilizing media contacts, and event planning within reasonable limitations.
5. As necessary, serve as City spokesperson and media coordinator for interviews, information, and other necessary media contact; write, create graphics, and execute social media when needed under the direction of the Chief Administration Officer
6. Work with City staff to identify, write, and share potential positive stories to build community image and engagement.
7. Consultant agrees to perform work under a fee-for-services model as outlined in Section I, E.

C. Marketing

1. Advise and assist the City with planning and execution of further specific marketing efforts geared toward events and/or other development or economic opportunities as they arise, including continued marketing assistance for the Glenpool Conference Center, updates to pertinent economic development information on the City website and other tools necessary to market the City.

D. Other

The foregoing scope of services is exemplary only, and Consultant may be called upon to perform other tasks that are reasonably consistent with, and will best facilitate achievement of, the stated Objectives.

E. Fee-For-Services and Discrete Projects

1. The services described in this agreement are intended to support the City's ongoing communications needs as reasonably anticipated by both parties at the time of engagement. Consultant agrees to perform all work reasonably requested by City that falls within the scope of this agreement.
2. Requests that materially increase the volume, complexity, frequency, urgency, or strategic nature of the services beyond the parties' original expectations may be deemed outside the scope of this agreement and may require a separate proposal, revised fee arrangement, or mutually agreed-upon amendment to this agreement.
3. Projects involving website design or development, branding initiatives, annual reports, fundraising campaign development, multi-page brochures, video production, photography services, major event campaigns, or other stand-alone projects requiring substantial dedicated resources will generally be considered outside the scope of this agreement and will be estimated separately as discrete projects and submitted to City for approval before work begins. Consultant reserves the right to decline requests that fall outside the scope of this agreement

until the parties have reached a written agreement regarding any associated fees, timelines, or deliverables.

F. Acknowledgement of Disclaimer and Representation of Good Faith

1. Although Consultant expects to complete successfully the Objectives identified in subsection A. of this section, City acknowledges and agrees it is impossible to guarantee any level of investment (or any investment at all) because market conditions, retailers' business plans, City policies, and other market drivers are subject to change at any time and are beyond the control of Consultant. City acknowledges that Consultant expressly disclaims all warranties, either express or implied, with respect to general or specific results from services delivered.

II. Compensation

Description	Quantity	Unit Price	Cost
Consultation fee, per month, payable to Consultant monthly on the 15th of each month during the Term of the Agreement.	12	\$3500.00	\$42,000.00
Periodic reports and related information provided by Section III, J. of this Contract are included in the consultation fee and there will be no additional charge for such reports and information.			

This is a retainer-style agreement, meaning that Consultant commits to performing all work reasonably requested by the Client that is within scope for the agreed-upon fee for services. City agrees to pay the retainer fee-for-service as agreed, without regard to the volume of work in a given month.

Should either party determine that the agreed fee is no longer reasonable given the volume, complexity, frequency, urgency, or scope of services being requested or provided, that party may propose a revised fee arrangement in writing. Both parties shall meet within thirty (30) days to evaluate the current engagement and attempt to reach a mutually acceptable adjustment.

If the parties are unable to reach an agreement regarding a revised fee arrangement, either party may then terminate this agreement pursuant to the termination provisions contained herein.

This engagement does not include sales tax (applicable only on tangible goods purchased through Crossroads) or hard costs associated with printing, paid media placements, etc. Any such expenses will be discussed in advance with the City before being incurred and will require written approval from the City before proceeding.

General Terms And Conditions

A. Termination.

City and Consultant agree that the term of this Contract is for twelve months, as specified above, and the Contract shall not be revoked, canceled or terminated by City except for gross negligence or intentional misconduct of Consultant or an unforeseeable bona fide change of circumstances rendering the Contract moot. The Contract shall not be revoked, canceled or terminated by Consultant except for a default of payment by City to Consultant that is not remedied within 30 days of notification by Consultant. Either party may also choose to terminate the agreement with 30 days written notice if they are unable to reach agreement on a fee modification within the specified period under Section II, Compensation.

B. Subcontract/Assignment Notification

None of the work and services covered by this Contract may be subcontracted or assigned to any third party without written consent of the City. Any work or services subcontracted hereunder shall be specified by written agreement and shall be subject to each provision of this Contract.

C. Amendments

The work and services to be performed and any other terms or conditions of this Contract may be amended only upon written agreement of both parties.

D. Event of Default.

An “Event of Default” under this Agreement shall be defined as, and shall occur when, either party fails or refuses to perform and/or pay in connection with any of its obligations or representations provided for in this Agreement, and if such failure or refusal shall continue uncured for 30 days following written notice of default served on the defaulting party by the non-defaulting Party.

E. Disputes, Interpretation, Remedies

1. In the occurrence of an event of default as provided by subsection D., or the parties fail to agree on the interpretation and implementation of any material provision of this Contract, the details of such event of default or disagreement shall be forwarded to the legal counsels of both parties for review and recommendation. Both parties shall attempt in good faith to resolve any dispute without further recourse.
2. In the event that the parties are unable otherwise to resolve any dispute under this Contract, the parties agree that such dispute shall be resolved by an appropriate action to be submitted to Dispute Resolution Consultants of Tulsa, Oklahoma. The results of mediation by DRC shall be binding on the parties.
3. Remedies shall be limited to actual monetary damages, without consequential or punitive damages; all attorney fees to be paid by losing party; and specific performance, as appropriate.
4. Neither forbearance nor payment by the City shall be construed to constitute waiver of any remedies for any default by the Consultant that exists then or occurs later.

F. Severability Clause

If any provision under this Contract or its application to any person or circumstance is held invalid by any court of competent jurisdiction, such invalidity shall not affect any other provision of this Contract or its application that can be given effect without the invalid provision or application.

G. Hold Harmless Clause

The City understands and agrees that any advice or service provided under this Contract is true and correct to the best knowledge and ability of Consultant and will be provided in good faith. The City accepts full responsibility for its decisions to act or not act according to said advice pertaining to outcomes or situations that arise from the advice, materials or other items provided under this Contract, except to the extent otherwise provided by subsection E.

H. Personnel

1. The Consultant represents that it will secure all such personnel as may be required in performing the services provided under this Contract. Such personnel shall not be employees or agents of, or have any contractual relationship with, the City.
2. The Consultant has full responsibility for payment of workers' compensation insurance, unemployment insurance, social security, state and federal income tax and any other deductions required by law for its employees.
3. All of the services required hereunder will be performed by the Consultant or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.

I. Conflict of Interest

1. No member of the governing body of the City, and no other officer, employee, or agent of the City who exercises any function or responsibility in connection with the planning and carrying out of any project or service pursuant to this Contract, shall have any personal financial interest, direct or indirect in such project or service, and the City shall take appropriate steps to assure compliance herewith.
2. The City covenants that it presently has no interest and shall not acquire interest, direct or indirect, which would conflict in any manner or degree with the performance of Consultant's services under this Contract. The City further covenants that, in the performance of this Contract, no person having any such interest shall be employed.
3. No partner, member, associate or employee of the Consultant who exercises any function or responsibility in connection with the planning and carrying out of any project or service pursuant to the Contract, shall have any personal financial interest, direct or indirect in such project or service, and the Consultant shall take appropriate steps to assure compliance herewith.
4. The Consultant covenants that it presently has no interest and shall not acquire interest, direct or indirect, which would conflict in any manner or degree with the performance of its services under this Contract. The Consultant further covenants

that, in the performance of this Contract, no person having any such interest shall be employed.

J. Reports and Information

1. The Consultant, at such times and in such forms as the City may require, shall furnish the City such periodic reports as the City may reasonably request pertaining to the services undertaken pursuant to the Contract, costs and obligations incurred or to be incurred in connection therewith and any other matters covered by this Contract.
2. Consultant shall furnish the City narrative reports and financial reports, as applicable, related to the performance of this Contract in the forms and at such times as may be required by the City.

K. Records and Audits

1. The City and its authorized representatives shall have the right, at any time during normal business hours and subject to a three-day notice of request, to audit, examine and make copies of or extracts from all documents, reports, correspondence, records and any other materials without limitation, to the extent they pertain to performing such audit, examination, copying or extraction, whether maintained in written, electronic, or other form, relating to or pertaining to this Contract kept by or under the control of the Consultant, its employees, agents, assigns, successors, and subcontractors.
2. Consultant shall retain all books, documents, papers, records, and other materials involving all activities and transactions related to this Contract throughout the Term of this Contract and for a period of five years following the termination of this Contract or any extension or renewal of this Contract. Consultant shall, as often as deemed necessary by the City, permit authorized representatives of the City and its authorized representatives to have full access to and the right to examine fully all such materials.
3. Costs of any audits conducted under the authority of this right to audit and not addressed elsewhere will be borne by City. If an audit performed under this authority discovers substantive findings related to fraud, misrepresentation, or non-performance, City may recoup the costs of the audit from the Consultant. Any adjustments and/or payments that must be made as a result of any such audit of the Consultant's records shall be made within a reasonable amount of time (not to exceed 90 days) from presentation of City's findings to Consultant. Such reimbursement shall not exhaust City's remedies under this authority.

L. Choice of Law.

This Agreement is made and entered into in the State of Oklahoma and shall in all respects be interpreted, enforced and governed under the laws of that state.

M. Entire Agreement.

This Agreement sets forth the entire understanding between the parties, and there are no terms, conditions, representations, warranties or covenants other than those contained

herein. This Agreement supersedes any and all prior discussions or negotiations, whether oral or written, of the Parties.

N. Amendment or Termination.

No term or provision of this Contract may be amended, waived, released, discharged or modified in any respect, nor may this Contract be terminated or cancelled, except in writing signed by the parties.

O. Notice.

All notices required under this Contract may be in writing, communicated by mail or electronic means, or verbal, including telephone and cell phone, as reasonably appropriate or as required elsewhere in this Contract.

For notices to City

City of Glenpool
Attn: City Manager
12205 S. Yukon Avenue
Glenpool, OK 74033
918-209-4645
dtillotson@cityofglenpool.com

For notices to Consultant:

Crossroads Communications, LLC
Attn: Mandy Vavrinak, President
6660 S. Sheridan, Suite 200
Tulsa OK 74133
(918)-633-4397
mandy@crossroads-team.com

In addition to any other notice required by this Agreement, the Parties shall provide each other notice in the event that the foregoing contact information changes or is updated within five business days of such change or update.

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IN WITNESS WHEREOF, the City and Consultant have executed this Contract as of the date first written above.

Accepted for the City of Glenpool

Joyce G. Calvert, Mayor

Date _____

ATTEST:

Lesli Smith, City Clerk

Approved as to Form:

City Attorney

Accepted for Crossroads Communications, LLC

Mandy Vavrinak, President

Date _____

To: HONORABLE MAYOR AND CITY COUNCIL

From: Debbie Pengelly, HR Director

Meeting Date: August 3, 2026

Department/Office: Human Resources

Item Name: Employee Handbook Adoption, Article 5 Leave Provisions

Summary:

Article 5: Leave Provisions identifies the various types of leave available to employees and establishes clear, consistent guidelines for eligibility, use, approval, and administration of these leave benefits. They also provide transparency by clearly communicating employee rights and city expectations, reducing misunderstandings and the potential for disputes.

The Leave Provisions promote employee well-being by acknowledging the need for time away from work to address personal illness, family responsibilities, work-life balance, military service, bereavement, jury duty, and other qualifying circumstances, while supporting the City's commitment to maintaining a healthy, productive workforce.

Some of the significant changes involved the Extended Illness Accrual Bank (EIAB). Based on the recommendations of the Employee Handbook Committee, EIAB has been renamed Sick Leave, and the previous six-month waiting period before employees could use this benefit has been eliminated. EIAB is not a widely recognized employee benefit, and its restriction on when and how it could be used made it difficult for employees to understand and utilize effectively.

The committee also recommended eliminating the six-month waiting period for PTO, allowing employees to use their accrued PTO immediately upon earning it.

The PTO accrual process for exempt employees was also revised. Instead of receiving their full annual PTO accrual on July 1 of each fiscal year, employees will now receive one-half of their annual PTO accrual on July 1 and the remaining one-half on January 1. This change helps reduce the City's accrued leave liability.

The Family and Medical Leave Act (FMLA) and Military Leave policies were updated in accordance with legal counsel's recommendations.

This article presents the fifth article update submitted to the Council for consideration since the beginning of the updating process. Upon approval by the Council, each article becomes immediately effective.

Each union was given the opportunity to review and submit recommended modifications. In addition, the proposed revisions were reviewed by legal counsel for compliance with applicable laws and regulations. Neither union presented any objections to the updated language in Article 5.

Recommended Action:

Staff recommends Council consideration and approval to adopt Article 5: Leave Provisions, City of Glenpool Employee Handbook and Personnel Policies.

Budget:**Attachments:**

1. Article 5 Leave Provisions REDLINE
2. Article 5 Leave Policies 08-03-26

ARTICLE 5: LEAVE PROVISIONS

5.1 Paid Time Off (PTO)

PTO leave time may be used in the event an employee needs to be off work for personal reasons, including illness, vacation, etc. PTO leave may be taken only after it has been approved ~~and may be taken in not less than one (1) hour increments.~~

- A. HOURLY EMPLOYEES. Regular, non-exempt, full-time employees working a forty (40) hour week shall be entitled to PTO leave based on the following schedule:

	Hours	Days
<u>Length of Service</u>	<u>Per Month</u>	<u>Per Year</u>
Less than five years	10.00	15
Five years but less than 10	13.33	20
Ten years but less than 20	16.67	25
Twenty years or more	20.00	30

<u>Length of Service</u>	<u>Hours Per Month</u>	<u>Days Per Year</u>
Less than five years	10.00	15
Five years but less than 10	13.33	20
Ten years but less than 15	16.67	25
Fifteen years or more	20.00	30

Employees will not be allowed to carry over more than eighty (80) hours of PTO time per year. ~~Any hours above eighty will be forfeit at the beginning of the employee's anniversary month- fiscal year.~~

Hourly employees accrue PTO leave ~~accrues on the first 1st of the each month for non-exempt employees.~~

- B. EXEMPT EMPLOYEES. Regular, exempt, full-time employees working a forty (40) hour week shall be entitled to PTO leave based on the following schedule:

	Hours	Days
<u>Length of Service</u>	<u>Per Month</u>	<u>Per Year</u>
Less than five years	13.33	20
Five years but less than 10	16.67	25
Ten years or more	20.00	30

<u>Length of Service</u>	<u>Hours Per Month</u>	<u>Days Per Year</u>
Less than five years	13.33	20

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<u>Five years but less than 10</u>	<u>16.67</u>	<u>25</u>
<u>Ten years or more</u>	<u>20.00</u>	<u>30</u>

Exempt employees ~~shall~~ will not be allowed to carry over ~~PTO leave to successive years. Employees who do not use all more than eighty (80) hours of their allotted PTO leave during the current time per fiscal year. Any unused hours above eighty will be allowed to move the unused portion rolled over to their EIA, Sick Leave.~~ In the event the employee's ~~EIA~~ Sick Leave is at its maximum accrual amount, 1,040 hours, all unused PTO ~~leave hours over eighty~~ will be forfeited as of June 30th.

EFFECTIVE 07/01/2027 Exempt employees accrue ~~all one-half~~ of their annual available PTO leave on July 1st ~~and January 1st~~ of each fiscal year. Carry-over up to the maximum allowable eighty (80) hours will be added to such annually available PTO to determine the aggregate amount of PTO for which the employee is eligible during the fiscal year beginning July 1st. PTO time taken during the course of that fiscal year beginning July 1st will be deducted first from the oldest available carry-over from any prior fiscal year(s) before being deducted from currently accrued PTO time.

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- C. PTO COMPUTATION. Employees shall be entitled to take PTO leave ~~at the completion of six (6) months continuous employment. When the initial six (6) month period of employment is completed, employees shall be granted leave based on a pro rata computation. PTO leave may be granted in not less than one (1) hour increments, immediately upon accrual.~~ Official leave accrual records are kept in the ~~payroll~~ Human Resources office.

~~A.—~~ D. SCHEDULING PTO LEAVE. PTO leave ~~other than for illness~~, shall be requested in advance in accordance with departmental policy and shall be ~~scheduled~~ approved by department heads. ~~The following factors shall control the scheduling of PTO leave:~~

- ~~1. Minimum interruption of normal work schedules.~~
- ~~2. Seniority of employees.~~
- ~~3. Employee's desires.~~

Department heads shall ~~limit~~ manage the number of employees on PTO leave at one time so that the departmental work assignments can be completed without additional temporary employees. Where two or more employees desire the same PTO leave scheduling, the senior employee shall be given preference unless prior approval has been granted to an employee making an advanced PTO leave request. Employees requesting more than two weeks of PTO leave may be required to split PTO leave time so that the other employees may be granted PTO leave in accordance with their requests. Employees shall use accrued PTO leave prior to requesting unpaid leave.

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B- E. COMPENSATION FOR ACCRUED PTO LEAVE. All earned PTO leave pursuant to this section will be paid out in a lump sum payment upon termination of employment. Extending a termination date by taking PTO leave can only be granted by the City Manager or his/her designee. Any method to obtain benefits by artificially stating the date of termination will not be approved. Employees resigning or involuntarily separated from the City's services shall be compensated for PTO leave accumulated to the day of separation, provided that six or more months continuous service has been completed.

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C- F. HOLIDAYS DURING PTO. When an authorized holiday falls within an employee's PTO leave, the day will be considered a holiday rather than a PTO day.

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All absences 5.2 SICK LEAVE POLICY

A. The City provides paid sick leave to all eligible employees for which PTO leave pay is desired, regardless periods of the duration of such temporary absence, require due to illnesses or injuries. Regular full-time employees are eligible to earn and use sick leave as described in this policy

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B. ACCUMULATIONS OF SICK LEAVE. Eligible employees will accrue sick leave benefits at the rate of 8 hours per month.

C. For the submission and approval purposes of a "Request For this Sick Leave" form which shall state the reason Policy, "immediate family" includes the employee's spouse, domestic partner, child (including biological, adopted, step, or foster child), parent (including biological, adoptive, or stepparent), sibling, grandparent, grandchild, parent-in-law, or any individual who resides in the employee's household or for such absence and shall be signed by whom the employee involved has primary caregiving responsibility.

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D. Employees who are unable to report to work due to illness or injury must notify their direct supervisor prior to the scheduled start of their workday. The employee must also notify their supervisor on each additional day of absence unless other arrangements have been made.

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D-E. If an employee is absent for three (3) or more consecutive workdays due to illness or injury, the employee will be required to provide a physician statement verifying the medical condition and the beginning and approved by the employee's department head expected ending dates of the absence. The statement must also verify that the employee is able to safely return to work.

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5.2 EXTENDED ILLNESS ACCRUAL BANK (EIAB)

- A. ~~DEFINITION. The extended illness accrual bank is a repository of sick leave. This leave is intended to allow employees to develop a bank of leave to use during extended illnesses or FMLA qualifying events.~~
- B. ~~ACCUMULATION OF EIAB LEAVE. All regular full time employees working forty (40) hours per week who have been employed continuously for at least six (6) months shall be permitted EIAB leave accrual at a rate equal to four (4) hours per month. EIAB Leave accrues on the first of the month. No EIAB leave will accrue for the first six (6) months of employment. Official EIAB leave accrual records are kept in the payroll office. EIAB leave will be capped at 960 hours.~~
- C. ~~QUALIFYING. An employee who is absent for three (3) or more consecutive working days for personal illness, or immediate family illness, shall be required to submit a physicians statement attesting to the illness during the absence from work. Illnesses that extend over a period of time, including recurring episodes or intermittent treatment shall require a physician's statement every 30 days attesting to the medical condition and the need for continued leave. If an employee is admitted to the hospital, the three day period will be waived. If an employee has outpatient surgery, the three day period will be waived pending a physician's statement. Once an employee qualifies for EIAB leave, he/she shall be allowed to remain on EIAB leave until either:~~
- ~~1. The employee receives a full release to return to work from their doctor; or~~
 - ~~2. The accrued time in the employee's EIAB is depleted. In this instance the employee will be allowed to use PTO time if available.~~
- D. ~~REPORTING. Employees shall notify the appropriate supervisor, each day of absence, within one half (1/2) hour of his/her scheduled reporting time stating the reason for the absence and the expected period of the absence. The employee shall call in each day of absence, unless prior agreement has been made with the supervisor or department head. If circumstances surrounding the absence make such notification impossible, or the immediate supervisor or department head cannot be reached by telephone, the employee shall notify the Human Resources office no later than two (2) hours after his/her scheduled reporting time.~~
- E. ~~All absences, for which EIAB leave pay is desired, regardless of the duration of such absence, require the submission and approval of a "Request for Leave" form which shall state the reason for such absence and shall be signed by the employee involved and approved by the employee's department head.~~
- ~~1. Employees with illnesses that extend over a period of time, including recurring episodes or intermittent treatment shall require a physician's statement every 30 days attesting to the medical condition and the need for continued leave.~~

2. If the City has reason to believe an employee is misusing paid EIAB leave, a statement from a physician shall be required attesting to the illness during the absence from work.
 3. Unauthorized absences, abuse of EIAB leave or false claims made for paid EIAB leave shall be cause for disciplinary action which may include termination.
- F. ~~TERMINATION. When an employee terminates his/her employment with the City for any reason all accumulated EIAB leave shall be forfeited.~~
- G. ~~IMMEDIATE FAMILY. Regular, full time employees may use EIAB leave in the event of an illness of a member of their immediate family.~~
1. Immediate family members shall include an employee's spouse, child and parent, including all step relationships.
 2. An immediate family member illness does not include childbirth covered under Family and Medical Leave.
- H. ~~It is not permissible to be gainfully employed elsewhere while out on EIAB and if so, the employee is subject to immediate termination. An employee who uses EIAB and is discovered abusing this privilege shall be automatically suspended by the department head for a period of three (3) days without pay or terminated from employment.~~
- F. Unused sick leave may be accumulated until the employee has accrued a maximum of 1,040 hours. Once an employee's sick leave balance reaches this maximum, additional sick leave will not accrue until the balance falls below the 1,040-hour limit.
- G. An employee who makes a false claim for paid sick leave shall be subject to disciplinary action up to and including termination.
- H. Unused sick leave hours will not be paid out upon termination of employment with the city

5.3 FAMILY AND MEDICAL LEAVE POLICY

~~PURPOSE. The It is the policy of the City of Glenpool to comply fully with the requirements of the Family and Medical Leave Act of 1993, as defined by Federal (FMLA) and State law, allows all its related revisions, including the National Defense Authorization Act (NDAA), collectively referred to as "FMLA." The City is a covered employer and, accordingly, will provide up to 12 workweeks of unpaid leave to eligible employees to take job-protected leave without pay, or to substitute accrued. This leave must run concurrently with any paid leave, for up to a total of 12, the eligible employee has available. Eligible employees~~

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may also be entitled to 14 additional workweeks of leave (26 weeks (480 hours) total) for servicemember family leave.

Any employee utilizing FMLA leave is required to cooperate in a 12-month period matters of scheduling, providing prompt notice of the need to use leave and availability for any FMLA-qualifying health condition. All questions or areas of return to work, completing paperwork, etc.

A. This policy is not intended to create any leave obligations for the City beyond those provided under FMLA. In the event any conflict exists between this policy and FMLA, the FMLA will be governed by the terms of the Act final authority.

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APPLICATION: Employees who Definitions

A. "Eligible employees" are those employees who:

1. have been employed for at least one (1) year, by the City; and have
2. worked at least 1,250 hours during the preceding twelve (previous 12-month period; and
3. have requested leave for a reason covered by the FMLA.

B. A "child" means a biological, adopted, foster or stepchild, a legal ward, an individual with an in loco parentis relationship with the employee or military member, and adult children who are physically or mentally incapable of self-care.

C. A "serious health condition" is one which requires either in-patient care or continuing treatment by a health care provider. This includes conditions or illnesses affecting health to the extent that in-patient care is required, or absences that are necessary on a recurring basis or for more than just a few days. A "serious health condition" does not include transient or short-term conditions for which treatment and recovery are very brief.

B.D. A "year" means a rolling 12)-month period are eligible for family and medical leave. Except for those employees designated as "highly compensated employees", employees will be returned to the same, or to an equivalent position upon their return from leave. An employee taking leave applicable to the FMLA, shall use his or her accrued EIAB leave and PTO leave. The remainder of the leave period will then consist of unpaid measured backward from the date an employee uses any leave.

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E. REASONS FOR LEAVE: A "workweek" is an employee's usual or normal work schedule (hours and days per week) prior to the start of FMLA leave.

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F. A "covered military member" (for purposes of active-duty leave) is an individual serving in the Regular Armed Forces or the National Guard and Reserves and who has been called to active duty. Veterans receiving treatment or therapy, or those who are recuperating and were discharged or released for any reason other than dishonorable discharge within the 5 years preceding the employee's request for leave are also included in this definition.

G. A "covered military member" (for purposes of servicemember family leave) is an individual serving in the Regular Armed Forces or the National Guard and Reserves who is undergoing treatment or therapy for a serious injury or illness incurred or exacerbated while on active duty.

H. A "serious injury or illness" is an injury or illness incurred (or exacerbated) by the servicemember in the line of duty in the Armed Forces or National Guard and Reserves which:

1. may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; or
2. resulted in the member receiving a VA Service-Related Disability Rating of 50% or more; or
3. substantially impairs the veterans' ability to be gainful employed; or
4. resulted in the member's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Reasons for Leave

~~C.~~ All eligible employees who meet the applicable time-of-service requirement FMLA requirements may be granted a total of twelve (12) weeks (480 hours) of unpaid family and medical leave, paid EIAB leave, and/or PTO leave combined leave during a calendar year, year as provided in this policy and required by law for the following reasons:

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1. ~~The~~
for the birth of the employee's child and in order to care for the a child;
- A. ~~2. The and to care for such child, or placement of a child with the employee~~
for adoption or foster care of a child;
3. ~~To~~
1. If both parents are employed by the City, the combined amount of FMLA leave cannot exceed 12 weeks

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B. to care for ~~the employee's~~ spouse, child or parent ~~who has~~with a serious health condition; ~~or~~

4. ~~A~~

C. for a serious health condition ~~that renders~~of the employee ~~incapable of performing~~that makes the functions of employee unable to perform his or her job functions;

D. ~~The entitlement to~~For service member family caregiver leave to care for the birtha service member who becomes seriously ill or placementinjured while serving on active duty in the Armed Forces, provided that the leave (when combined with other forms of a child-FMLA leave) does not exceed 26 workweeks during a 12-month period.

E. for adoptioncovered active duty leave with one or foster care will expire twelve (12) monthsmore of the following exigencies:

1. Short-notice deployment: employees can take up to seven (7) calendar days of leave to address issues that arise from a servicemembers' call or order to active duty seven (7) calendar days or less prior to the date of the birth or placement deployment;

D. NOTICE OF LEAVE. An employee intending to take family or medical leave because of an expected birth or placement, or because of a planned medical treatment for himself/herself or family member, shall submit an application for leave at least thirty (30) days before the leave is to begin. If leave is to begin within thirty (30) days, an employee shall give notice to his/her department head as soon as the necessity for the leave arises.

In all cases, an employee requesting leave shall complete an "Application for Family and Medical Leave". The completed application shall state the reason for the leave, the duration of the leave, and the starting and ending dates of the leave. The completed application shall be submitted to the Department Head and Director of Human Resources for approval. FMLA leave time is strictly for the purpose for which it was granted. If the need for, or the duration of, the requested leave changes in any way, the employee's supervisor must be contacted.

E. MEDICAL CERTIFICATION OF LEAVE. An application for leave, based on the seriousness of the health condition of the employee or the employee's spouse, child or parent, shall also be accompanied by a "Medical Certification Statement" completed by the applicable health care provider. The certification shall state the date on which the health condition commenced, the probable duration of the condition, and appropriate medical facts regarding the condition. If the employee is needed to care for a spouse, child, or parent the certification shall so state, along with an estimate of the amount of time the employee will need. If the employee has

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a serious health condition, the certification shall state that the employee cannot perform the functions of his or her job.

2. HEALTH PLAN BENEFITS DURING LEAVE- Military events and related activities: employees can take leave to attend official ceremonies, programs, or events sponsored by the military that are related to servicemembers' active duty or call to active duty or attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to servicemembers' active duty or call to active duty;
3. Childcare and school activities: employees can take leave to arrange alternative childcare, provide childcare on an urgent, immediate need (but not every day) basis, enroll in or transfer a child to a new school or day care facility, or attend meetings with school or day care staff (such as parent-teacher conferences) due to servicemembers' active duty or call to active duty;
4. Financial and legal arrangements: employees can take leave to make or update financial or legal arrangements to address servicemembers' absence while on active duty or call to active duty, such as executing powers of attorney, transferring bank account signature authority, enrolling in the Defense Enrollment Eligibility Reporting System, or obtaining military identification cards and to act as the servicemembers' representative before governmental agencies to obtain, arrange, or appeal military service benefits while servicemembers are on active duty or called to active duty and for 90 days following termination of active duty status;
5. Counseling: employees can take leave to attend counseling that is provided by someone other than a healthcare provider for servicemembers or their children for needs arising from servicemembers' active duty or call to active duty;
6. Rest and recuperation: employees can take up to 15 days leave to spend time with servicemembers on short-term, temporary rest and recuperation leave during a period of deployment;
7. Post-deployment activities: employees can take leave to attend arrival ceremonies, reintegration briefings and events and other official ceremony or program sponsored by the military that occurs within 90 days following termination of servicemembers' active-duty status or to address issues arising from servicemembers' death while on active duty, including meeting and recovering the body and making funeral arrangements;

- 8. Parental care leave: employees can take leave to care for (including making arrangements for care, patient transfer and meetings with staff at a care facility) a parent-in-law who is unable to care for him/herself while the parent-servicemember is on active duty; and
- 9. Additional activities: employees can take leave to address any other events that arise from servicemembers' active duty or call to active duty when the City and employee agree that such leave qualifies as an exigency and agree upon the timing and duration of the leave.
- F. For service member family caregiver leave to care for a service member who becomes seriously ill or injured while serving on active duty in the Armed Forces, provided that the leave (when combined with other forms of FMLA leave) does not exceed 26 workweeks during a 12-month period.

Application for Leave

Employees who wish to utilize FMLA leave must submit an application for leave (with all required supporting documentation) on the forms available through Human Resources (the City will utilize all required forms as provided by the US Department of Labor. The forms are available at <http://www.dol.gov/whd/fmla/index.htm#Forms>). The City requests that, when practical, FMLA requests be submitted at least 30 days prior to the use of the leave. In emergency circumstances, the City may provisionally place an employee on FMLA leave if conditions appear to warrant such action. The employee is ultimately responsible for completing the necessary paperwork to finalize the use of FMLA leave.

Medical Documentation (for Leave Related to a Serious Medical Condition)

In addition to all medical documentation required pursuant to the FMLA, the City may, in its sole discretion and at its own expense, require a second opinion related to the need for FMLA leave. If the first and second opinions differ regarding the need for FMLA leave, the City and the employee shall mutually agree upon a provider to conduct a third opinion of the employee's need for leave. The cost of this third opinion will be paid for by the employer.

The City may also require supplemental certifications of the employee's continuing need for leave. These certifications may not be more than one time per month unless the employee requests an extension of leave, changes circumstances regarding the illness or injury, or the City receives information that casts doubt on the validity of an existing certification.

In the event an employee wishes to request an extension of leave, such request must be promptly submitted to his/her supervisor with supporting documentation from the health

care provider regarding the reason for the extension. The extension is only available as long as the employee does not exceed the maximum leave permitted by the FMLA.

Intermittent Leave Or Leave On A Reduced Leave Schedule

Eligible employees may request to use their available leave on an intermittent basis by following the same application and certification process as described above and under the following conditions:

- A. intermittent leave in connection with the arrival of a new child must be approved by the City;
- B. employees must coordinate the intermittent leave with their supervisor to attempt to reduce the negative impact of the leave on City operations;
- C. the City reserves the right to transfer the employee to a position better suited to intermittent leave;

The Effect of Leave on Benefits

During a period of ~~family or medical~~ FMLA leave, an employee will be retained on the ~~City of Glenpool's health~~ City's medical insurance plan under the same conditions that applied before leave commenced. ~~To continue health~~ began, including making any payments the employee previously made. An employee's failure to timely pay his/her share of the medical premium may result in loss of coverage, ~~the~~. The employee ~~shall continue~~ is required to ~~make pay~~ all of the premiums for any ~~contributions that he or she made to the plan before taking leave~~ other type of insurance coverage which may exist.

F. If the employee fails to return to work after the expiration of the leave, the employee ~~may~~ will be required to reimburse the City ~~of Glenpool~~ for payment of health insurance premiums during the ~~family~~ FMLA leave, ~~unless the reason for the failure to return to work are due to circumstances beyond the employee's control.~~

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PTO and EIAB ACCRUALS. An employee who takes Family and Medical Leave will ~~G. Employees do~~ not accrue PTO leave or EIAB leave while on unpaid leave. An ~~employee who takes family or medical leave will not~~ lose any seniority or employment benefits ~~that accrued before the date leave began.~~

H. RETURN FROM LEAVE. An employee shall complete and submit to the department head, during a "Notice of Intention to Return From Family or Medical Leave" form, before he or she can be returned to active status. If an employee wishes to return to work prior to the expiration of a family or medical leave of absence, notification shall be given to the employee's department head at least five (5) working days prior to the employee's planned return period of FMLA leave.

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An employee eligible for family and medical leave—with
Return to Work

Employees must update their supervisor regarding the exception of those employees designated as "highly compensated employees" will be restored to his or her old position or to a position with equivalent pay, benefits and other terms and conditions of employment. The City of Glenpool intent to return to work, including providing all necessary releases and paperwork, at least 5 business days in advance of the expected return date.

Although the City cannot guarantee that an employee will be returned to his or her original job. A determination as to whether a position is, employees will generally be restored to an "equivalent position" will be made by the City Manager equivalent position and employment conditions upon return from FMLA leave. Highly compensated employees are those individuals who are salaried and are among the highest paid 10% of the employees employed within 75 miles of the employee's worksite. A highly compensated employee may not be returned to work if it is necessary to prevent substantial and grievous economic injury to the operations of the City. The City will make all determinations regarding job duties upon an employee's return from FMLA leave.

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I. FAILURE TO RETURN FROM LEAVE. The failure of an employee to return to work upon the expiration of a family or medical leave of absence will subject the employee to immediate termination unless an extension is granted. An employee who requests an extension of family or medical leave due to the continuation, recurrence or onset of his/her own serious health condition, or of the serious health condition of the employee's spouse, child or parent, shall submit a request for an extension, in writing to the employee's department head.

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The request shall be accompanied by a physician's statement as to the necessity for the continued leave. The written request shall be made as soon as the employee realizes that he or she will not be able to return at the expiration of the leave period. The extension shall be approved by the Department Head, the Director of Human Resources, and the City Manager.

Extension of Leave.

If you are unable to return to work by the expiration of your FMLA due to your own medical impairment, you may request a leave extension as an accommodation under the Americans with Disabilities Act (ADA). If you elect to request extended leave, leave may be granted to you if you qualify to receive an accommodation under the ADA, and if the accommodation will not pose an undue hardship to the city. You may be asked to provide additional medical information to support the continuing need for leave. A medical documentation request may be provided to you upon your request for accommodation under the ADA and should be submitted to the Human Resources

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Director within five business days of your FMLA expiration date, when practical. The City will then notify you if your leave is approved in accordance with the ADA. Please note, not all employees will be eligible to receive an extended leave under the ADA.

Failure to Return from Leave

Employees who fail to return to work when scheduled (absent an approved extension) are subject to immediate termination.

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5.4 LEAVE WITHOUT PAY

An employeeLeave without pay may be granted a leave of absence without pay, for a period not up to exceed 3060 days, for for prolonged illness, maternity issues, family emergencies, unusual circumstances, or other causesvalid reasons which are not repetitive in nature, when all available PTO and compensatory leave hasbalances have been exhausted. To be eligible the employee shall have worked more than 1,250040 hours andduring the immediately preceding 12-month period and the written request shall be specifically approved by the Department Head, the Director of Human Resources and the City Manager. An approved leave of absence shall not constitute a break in service; however, PTO, holiday and EIAB leave benefits shall not accrue during a leave of absence without pay. An employee on leave of absence without pay shall be responsible for payment of 100% of the employees' portion of all insurance premiums for the duration of the absence, excludingexcept for employees on Family & Medical Leave, Military Leave andor Injury Leave (Worker's Comp.), Workers' Compensation).

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5.5 JURY LEAVE

Employees who are required to serve as jurors shall be granted time off with pay in accordance with the employee's regularly scheduled work hours, subject to provided that the following rules:

A. An employee serving such duty shall present to his/her supervisor the original summons or subpoena from the Court and, at the conclusion of the duty, a signed statement from the Clerk of the Court showing the actual dates of attendance in Court. Payment by the court for jury duty shall be retained by the employee.

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B. An employeeEmployees subpoenaed to testify, in any matter not directly related to his/her duties as a City employee, shall not receive his/her regular salary but may use PTOeligible leave or be granted a leave of absence without pay for the length of such service.

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~~C. Jury duty time for all employees, regardless of hours worked at the courthouse, will be counted as "time worked" a standard workday, and will not be excluded from eligible for overtime considerations calculations.~~

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5.6 FUNERAL LEAVE

~~Employees shall in the event of a death of a member of an employee's immediate family, an employee may be granted time off a leave of absence with pay not for a period of time up to exceed two (3) scheduled a maximum of three working days, if needed, to attend the funeral, in the event of a death in the employee's family. If circumstances require travel over a distance of 500 miles one-way, an additional two days may be allowed with City Manager approval. The employee's definition of immediate family shall be defined as the employee's in regard to funeral leave is spouse, father, mother, son, daughter, brother, sister, step-employee's parent, father-in-law, mother-in-law, grandchild and the employee's brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, of the employee or spouse, son, daughter and grandchildren, or "foster" or "step" children. Should an employee require additional time, he they may request additional time from the department head. Any additional time shall be charged to PTO eligible leave balances. If an authorized holiday falls within an employee's funeral leave the day shall be considered a holiday rather than a funeral leave day. For funeral attendance of individuals not falling within this definition, the employee may request leave time. Employees should communicate with their supervisors prior to taking leave.~~

A. Documentation Requirements:

~~To ensure proper recordkeeping and verification, employees may be required to provide reasonable documentation supporting the request for funeral leave. Acceptable documentation may include:~~

- ~~1. A copy of the funeral program or obituary notice, or~~
- ~~2. Verification from the funeral home or officiant, or~~
- ~~3. Other written confirmation acceptable to Human Resources.~~

~~Failure to provide documentation when requested may result in the leave being treated as unpaid or as another form of leave (e.g., vacation or personal time)~~

5.7 VOTING

Employees shall be allowed up to two (2) ~~hour~~hours' time off from work to vote in general elections, without loss of pay, unless the employee's ~~work day~~workday begins after 10:00 o'clock a.m. or ends before 4:00 o'clock p.m. To be eligible for time off to vote without a reduction in pay, an employee shall be both eligible and registered to

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vote. Only the amount of time it takes to complete the voting process is permitted. All leave time ____ shall be scheduled and approved by the department head.

~~Employees shall complete a "Request For Leave Form" for the actual amount of time taken to vote. Time taken to vote will not be charged against an employee's hours for the pay period.~~

5.8 INJURY LEAVE

In the event an employee is injured on the job, the Department Head will be responsible for making sure the workers compensation forms are completed properly and submitted to the Human Resources Director as soon after the injury as possible.

5.9 EXEMPT EMPLOYEES

Exempt employees shall receive a full salary for any week in which ~~he or she perform~~they perform work without regard to the number of hours or days worked, ~~unless the employee is absent from work for a day or more. Absences of more than a day shall be unpaid or the employee may use an appropriate leave benefit. Time records for exempt employees shall be reported by "exception" only, meaning only absences of more than a day shall be reported and all Family and Medical Leave Act (FMLA) qualifying absences, even if less than a day, shall be reported.~~ Exempt employees must ~~seek and obtain the their~~supervisor's permissionapproval to be absent during the ~~work day~~workday, including for any flex time or remote work during the workweek.

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5.10 MILITARY LEAVE

~~The Uniform Services Employment and Reemployment Rights Act of 1994 (USERRA) governs an employer's responsibilitiesCity is fully committed to employees during complying with all laws and regulations related to military leave as well as upon the employee's return to employment. Under USERRA, "services in the uniformed service" is defined as the performance of duty on a voluntary or involuntary basis in the Armed Forces, the Army National Guard, the Air National Guard, the Public Health Service, or any other category of persons designated by the President in time of war or emergency. Military leave shall be governed by the following, including job protection provisions:~~

~~A. An employee, other than temporary or part time, who leaves employment to serve in the United States Armed Forces shall be placed on military leave of absence. The employee shall present a copy of his/her orders to report for duty to his/her department head, in advance of such service, unless "military necessity" prevents the employee from giving notice in a timely manner. The orders shall be forwarded~~

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to the Human Resources Department. Military Leave begins the date the orders indicate duty begins.

B. An employee who is ordered by proper authority to active or inactive duty or military service shall be entitled to a leave of absence from civilian employment for the period of such service without loss of status or seniority. During the first thirty (30) regularly scheduled working days of any calendar year of such leave the employee shall receive his/her regular pay from the City. Partial day use of approved military leave shall be accumulated, in hours, to equal the employees average annual daily work schedule (excluding overtime). The employee shall not be entitled to any supplemental pay during military leave of absence, such as incentive pay or car allowance.

C. All unused, accrued PTO and EIA leave shall be held in reserve on the employee's attendance record. The retirement contribution balance shall be held in reserve in the retirement system.

D. An employee may continue group health insurance coverage for themselves and/or their dependents who are normally eligible for coverage under the guidelines of, in accordance with applicable federal and state laws—such as the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). Employees who leave employment to perform military service for less than 31 days are entitled to continued coverage under the normal employee share of the premium. Employees who leave employment to perform military service for more than 31 days may elect continuous coverage for up to eighteen (18) months or the length of the COBRA period of coverage at the full premium cost to the employee (USERRA) and corresponding Oklahoma statutes governing military service.

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Reemployment rights upon termination of military leave shall be governed by the following provisions:

A. The employee must report to the City of Glenpool, or submit an application for reemployment, after termination of his/her military service as follows:

1. If the military leave period is less than 31 days, the employee must report to work by the beginning of the first full regularly scheduled work period on the first calendar day following completion of the service and the expiration of eight hours after a time for the safe transportation back to the individual's residence;
2. If the military leave period is between 31 and 180 days, the employee must submit an application to the employer within 14 days following completion of such service; or
3. If the military leave period is in excess of 180 days, the employee must submit an application for reemployment within 90 days after completion of such service.

- ~~B. If the employee was absent from employment for less than 90 days, the City shall return the employee to the position the employee would have attained if he/she had continued in employment and had not been absent for military service, if he/she can perform the job duties, or if the employee is not qualified to perform the duties of the position the employee would have attained after the City has made reasonable efforts to qualify the employee, the City shall reinstate the employee to the position the employee was employed in on the date he/she began military service, if he/she can perform the job duties of that position.~~
- ~~C. If the employee was absent from employment for more than 90 days, the City shall return the employee to the position the employee would have been employed in if his/her employment had not been interrupted by military leave service, or in a position of like seniority, status and pay, if he/she can perform those job duties, or if the employee is not qualified to perform the duties after the City has made reasonable efforts to qualify the employee, the City shall reinstate the employee to the position the employee was employed in on the date he or she began military service, or in a position of like seniority, status and pay, if he or she can perform the job duties of that position.~~
- ~~D. If the employee suffers from a disability caused or aggravated by military service and is not qualified to perform his or her job duties of the position, the City shall return the employee to a position of equivalent seniority, status and pay or to a position that is in the nearest approximation to the position.~~
- ~~E. The City is not required to reemploy the employee if such reemployment is impossible or unreasonable, such as where a reduction in force occurred that would have included the employee or where the City would have to create a useless job in order to reemploy the employee. An employee's position is not "unavailable" simply because it is occupied by another employee.~~
- ~~F. The employee shall have been discharged under honorable conditions.~~
- ~~G. The City is not required to reemploy an employee who had been employed in a temporary position.~~
- ~~H. An employee who remains on military leave of absence for a period of more than five (5) years shall be considered resigned unless the employee is ordered to or retained on active duty, other than for training, for reasons declared by the President or Congress.~~
- ~~I. An employee returning from military leave is entitled to the seniority, and other rights and benefits based on seniority they would have attained with reasonable certainty had they remained continuously employed. Benefits based on actual~~

service rather than seniority (i.e. PTO and EIAB leave) will not accrue during the period of absence.

- J. The City of Glenpool prohibits discrimination against employees in the areas of employment, reemployment, job retention, promotion or any other benefit of employment on the basis of past, present or future application for or membership in a uniformed service.

5.11 MILITARY RESERVE TRAINING

Military leave for National Guard or Reserve Training shall be governed by the following provisions:

- A. All employees who are members of a reserve component of the Armed Forces or the National Guard shall, when ordered by proper authority to active service for the purpose of attending annual military training, encampment or weekend drills, be entitled to leave of absence for the period of such active service without loss of pay during the first thirty (30) working days of such leave of absence during any calendar year. Partial day use of approved military leave shall be accumulated, in hours, to equal the employees average annual daily work schedule (excluding overtime). However, the employee will not be entitled to any supplemental pay during military training, such as incentive pay or car allowance. When an authorized holiday falls within an employee's Military Reserve Training, the day(s) will be considered a holiday. The employee will not be required to use military leave on an authorized holiday.
- B. The employee shall present his/her department head with a copy of orders to report for training ten (10) days prior to departure on leave and these orders shall be forwarded to the Human Resources Office.

For a detailed description of employees' rights, responsibilities, and applicable procedures, or to ask questions, please contact the City's Human Resources team and visit the U.S. Department of Labor's Veterans' Employment & Training Service (VETS) website at: <https://www.dol.gov/vets/programs/userra/>.

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ARTICLE 5: LEAVE PROVISIONS

5.1 Paid Time Off (PTO)

PTO leave time may be used in the event an employee needs to be off work for personal reasons, including illness, vacation, etc. PTO leave may be taken only after it has been approved.

- A. HOURLY EMPLOYEES. Regular, non-exempt, full-time employees working a forty (40) hour week shall be entitled to PTO leave based on the following schedule:

Length of Service	Hours Per Month	Days Per Year
Less than five years	10.00	15
Five years but less than 10	13.33	20
Ten years but less than 15	16.67	25
Fifteen years or more	20.00	30

Employees will not be allowed to carry over more than eighty (80) hours of PTO time per fiscal year.

Hourly employees accrue PTO leave on the 1st of each month.

- B. EXEMPT EMPLOYEES. Regular, exempt, full-time employees working a forty (40) hour week shall be entitled to PTO leave based on the following schedule:

Length of Service	Hours Per Month	Days Per Year
Less than five years	13.33	20
Five years but less than 10	16.67	25
Ten years or more	20.00	30

Exempt employees will not be allowed to carry over more than eighty (80) hours of PTO time per fiscal year. Any unused hours above eighty will be rolled over to their, Sick Leave. In the event the employee's Sick Leave is at its maximum accrual amount, 1,040 hours, all unused PTO hours over eighty will be forfeited as of June 30th.

EFFECTIVE 07/01/2027 Exempt employees accrue one-half of their annual available PTO leave on July 1st and January 1st of each fiscal year. Carry-over up to the maximum allowable eighty (80) hours will be added to such annually available PTO to determine the aggregate amount of PTO for which the employee is eligible during the fiscal year beginning July 1st. PTO time taken during the course of that fiscal year beginning July 1st will be deducted first from the oldest available carry-over from any prior fiscal year(s) before being deducted from currently accrued PTO time.

C. PTO COMPUTATION. Employees shall be entitled to take PTO leave immediately upon accrual. Official leave accrual records are kept in the Human Resources office.

D. SCHEDULING PTO LEAVE. PTO leave other than for illness, shall be requested in advance in accordance with departmental policy and shall be approved by department heads. Department heads shall manage the number of employees on PTO leave at one time so that the departmental work assignments can be completed without additional temporary employees. Where two or more employees desire the same PTO leave scheduling, the senior employee shall be given preference unless prior approval has been granted to an employee making an advanced PTO leave request. Employees requesting more than two weeks of PTO leave may be required to split PTO leave time so that the other employees may be granted PTO leave in accordance with their requests. Employees shall use accrued PTO leave prior to requesting unpaid leave.

E. COMPENSATION FOR ACCRUED PTO LEAVE. All earned PTO leave pursuant to this section will be paid out in a lump sum upon termination of employment. Extending a termination date by taking PTO leave can only be granted by the City Manager or his/her designee. Any method to obtain benefits by artificially stating the date of termination will not be approved. Employees resigning or involuntarily separated from the City's services shall be compensated for PTO leave accumulated to the day of separation.

F. HOLIDAYS DURING PTO. When an authorized holiday falls within an employee's PTO leave, the day will be considered a holiday rather than a PTO day.

5.2 SICK LEAVE POLICY

A. The City provides paid sick leave to all eligible employees for periods of temporary absence due to illnesses or injuries. Regular full-time employees are eligible to earn and use sick leave as described in this policy

B. ACCUMULATIONS OF SICK LEAVE. Eligible employees will accrue sick leave benefits at the rate of 8 hours per month.

C. For the purposes of this Sick Leave Policy, "immediate family" includes the employee's spouse, domestic partner, child (including biological, adopted, step, or foster child), parent (including biological, adoptive, or stepparent), sibling, grandparent, grandchild, parent-in-law, or any individual who resides in the employee's household or for whom the employee has primary caregiving responsibility.

- D. Employees who are unable to report to work due to illness or injury must notify their direct supervisor prior to the scheduled start of their workday. The employee must also notify their supervisor on each additional day of absence unless other arrangements have been made.
- E. If an employee is absent for three (3) or more consecutive workdays due to illness or injury, the employee will be required to provide a physician statement verifying the medical condition and the beginning and expected ending dates of the absence. The statement must also verify that the employee is able to safely return to work.
- F. Unused sick leave may be accumulated until the employee has accrued a maximum of 1,040 hours. Once an employee's sick leave balance reaches this maximum, additional sick leave will not accrue until the balance falls below the 1,040-hour limit.
- G. An employee who makes a false claim for paid sick leave shall be subject to disciplinary action up to and including termination.
- H. Unused sick leave hours will not be paid out upon termination of employment with the city

5.3 FAMILY AND MEDICAL LEAVE POLICY

It is the policy of the City of Glenpool to comply fully with the requirements of the Family and Medical Leave Act of 1993 (FMLA) and all its related revisions, including the National Defense Authorization Act (NDAA), collectively referred to as "FMLA." The City is a covered employer and, accordingly, will provide up to 12 workweeks of unpaid leave to eligible employees. This leave must run concurrently with any paid leave the eligible employee has available. Eligible employees may also be entitled to 14 additional workweeks of leave (26 weeks total) for servicemember family leave.

Any employee utilizing FMLA leave is required to cooperate in matters of scheduling, providing prompt notice of the need to use leave and availability for return to work, completing paperwork, etc.

This policy is not intended to create any leave obligations for the City beyond those provided under FMLA. In the event any conflict exists between this policy and FMLA, the FMLA will be the final authority.

Definitions

- A. "Eligible employees" are those employees who:

1. have been employed for at least one year by the City; and
 2. worked at least 1,250 hours during the previous 12-month period; and
 3. have requested leave for a reason covered by the FMLA.
- B. A “child” means a biological, adopted, foster or stepchild, a legal ward, an individual with an *in loco parentis* relationship with the employee or military member, and adult children who are physically or mentally incapable of self-care.
- C. A “serious health condition” is one which requires either in-patient care or continuing treatment by a health care provider. This includes conditions or illnesses affecting health to the extent that in-patient care is required, or absences that are necessary on a recurring basis or for more than just a few days. A “serious health condition” does not include transient or short-term conditions for which treatment and recovery are very brief.
- D. A “year” means a rolling 12-month period measured backward from the date an employee uses any leave.
- E. A “workweek” is an employee’s usual or normal work schedule (hours and days per week) prior to the start of FMLA leave.
- F. A “covered military member” (for purposes of active-duty leave) is an individual serving in the Regular Armed Forces or the National Guard and Reserves and who has been called to active duty. Veterans receiving treatment or therapy, or those who are recuperating and were discharged or released for any reason other than dishonorable discharge within the 5 years preceding the employee’s request for leave are also included in this definition.
- G. A “covered military member” (for purposes of servicemember family leave) is an individual serving in the Regular Armed Forces or the National Guard and Reserves who is undergoing treatment or therapy for a serious injury or illness incurred or exacerbated while on active duty.
- H. A “serious injury or illness” is an injury or illness incurred (or exacerbated) by the servicemember in the line of duty in the Armed Forces or National Guard and Reserves which:
1. may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; or

2. resulted in the member receiving a VA Service-Related Disability Rating of 50% or more; or
3. substantially impairs the veterans' ability to be gainful employed; or
4. resulted in the member's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Reasons for Leave

All eligible employees who meet FMLA requirements may be granted leave during a year as provided in this policy and required by law for the following reasons:

- A. for the birth of a child and to care for such child, or placement for adoption or foster care of a child;
 1. If both parents are employed by the City, the combined amount of FMLA leave cannot exceed 12 weeks
- B. to care for a spouse, child or parent with a serious health condition;
- C. for a serious health condition of the employee that makes the employee unable to perform his or her job functions;
- D. For service member family caregiver leave to care for a service member who becomes seriously ill or injured while serving on active duty in the Armed Forces, provided that the leave (when combined with other forms of FMLA leave) does not exceed 26 workweeks during a 12-month period.
- E. for covered active duty leave with one or more of the following exigencies:
 1. Short-notice deployment: employees can take up to seven (7) calendar days of leave to address issues that arise from a servicemembers' call or order to active duty seven (7) calendar days or less prior to the date of deployment;
 2. Military events and related activities: employees can take leave to attend official ceremonies, programs, or events sponsored by the military that are related to servicemembers' active duty or call to active duty or attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to servicemembers' active duty or call to active duty;
 3. Childcare and school activities: employees can take leave to arrange alternative childcare, provide childcare on an urgent, immediate need (but not every day) basis, enroll in or transfer a child to a new school or day care facility,

or attend meetings with school or day care staff (such as parent-teacher conferences) due to servicemembers' active duty or call to active duty;

4. Financial and legal arrangements: employees can take leave to make or update financial or legal arrangements to address servicemembers' absence while on active duty or call to active duty, such as executing powers of attorney, transferring bank account signature authority, enrolling in the Defense Enrollment Eligibility Reporting System, or obtaining military identification cards and to act as the servicemembers' representative before governmental agencies to obtain, arrange, or appeal military service benefits while servicemembers are on active duty or called to active duty and for 90 days following termination of active duty status;
 5. Counseling: employees can take leave to attend counseling that is provided by someone other than a healthcare provider for servicemembers or their children for needs arising from servicemembers' active duty or call to active duty;
 6. Rest and recuperation: employees can take up to 15 days leave to spend time with servicemembers on short-term, temporary rest and recuperation leave during a period of deployment;
 7. Post-deployment activities: employees can take leave to attend arrival ceremonies, reintegration briefings and events and other official ceremony or program sponsored by the military that occurs within 90 days following termination of servicemembers' active-duty status or to address issues arising from servicemembers' death while on active duty, including meeting and recovering the body and making funeral arrangements;
 8. Parental care leave: employees can take leave to care for (including making arrangements for care, patient transfer and meetings with staff at a care facility) a parent-in-law who is unable to care for him/herself while the parent-servicemember is on active duty; and
 9. Additional activities: employees can take leave to address any other events that arise from servicemembers' active duty or call to active duty when the City and employee agree that such leave qualifies as an exigency and agree upon the timing and duration of the leave.
- F. For service member family caregiver leave to care for a service member who becomes seriously ill or injured while serving on active duty in the Armed Forces, provided that the leave (when combined with other forms of FMLA leave) does not exceed 26 workweeks during a 12-month period.

Application for Leave

Employees who wish to utilize FMLA leave must submit an application for leave (with all required supporting documentation) on the forms available through Human Resources (the City will utilize all required forms as provided by the US Department of Labor. The forms are available at <http://www.dol.gov/whd/fmla/index.htm#Forms>). The City requests that, when practical, FMLA requests be submitted at least 30 days prior to the use of the leave. In emergency circumstances, the City may provisionally place an employee on FMLA leave if conditions appear to warrant such action. The employee is ultimately responsible for completing the necessary paperwork to finalize the use of FMLA leave.

Medical Documentation (for Leave Related to a Serious Medical Condition)

In addition to all medical documentation required pursuant to the FMLA, the City may, in its sole discretion and at its own expense, require a second opinion related to the need for FMLA leave. If the first and second opinions differ regarding the need for FMLA leave, the City and the employee shall mutually agree upon a provider to conduct a third opinion of the employee's need for leave. The cost of this third opinion will be paid for by the employer.

The City may also require supplemental certifications of the employee's continuing need for leave. These certifications may not be more than one time per month unless the employee requests an extension of leave, changes circumstances regarding the illness or injury, or the City receives information that casts doubt on the validity of an existing certification.

In the event an employee wishes to request an extension of leave, such request must be promptly submitted to his/her supervisor with supporting documentation from the health care provider regarding the reason for the extension. The extension is only available as long as the employee does not exceed the maximum leave permitted by the FMLA.

Intermittent Leave Or Leave On A Reduced Leave Schedule

Eligible employees may request to use their available leave on an intermittent basis by following the same application and certification process as described above and under the following conditions:

- A. intermittent leave in connection with the arrival of a new child must be approved by the City;
- B. employees must coordinate the intermittent leave with their supervisor to attempt to reduce the negative impact of the leave on City operations;

- C. the City reserves the right to transfer the employee to a position better suited to intermittent leave;

The Effect of Leave on Benefits

During a period of FMLA leave, an employee will be retained on the City's medical insurance plan under the same conditions that applied before leave began, including making any payments the employee previously made. An employee's failure to timely pay his/her share of the medical premium may result in loss of coverage. The employee is required to pay all of the premiums for any other type of insurance coverage which may exist.

If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the City for payment of health insurance premiums during the FMLA leave, unless the reason for the failure to return to work are due to circumstances beyond the employee's control.

Employees do not accrue or lose any seniority or employment benefits during a period of FMLA leave.

Return to Work

Employees must update their supervisor regarding the intent to return to work, including providing all necessary releases and paperwork, at least 5 business days in advance of the expected return date.

Although the City cannot guarantee that an employee will be returned to his/her original position, employees will generally be restored to an equivalent position and employment conditions upon return from FMLA leave. Highly compensated employees are those individuals who are salaried and are among the highest paid 10% of the employees employed within 75 miles of the employee's worksite. A highly compensated employee may not be returned to work if it is necessary to prevent substantial and grievous economic injury to the operations of the City. The City will make all determinations regarding job duties upon an employee's return from FMLA leave.

Extension of Leave.

If you are unable to return to work by the expiration of your FMLA due to your own medical impairment, you may request a leave extension as an accommodation under the Americans with Disabilities Act (ADA). If you elect to request extended leave, leave may be granted to you if you qualify to receive an accommodation under the ADA, and if the accommodation will not pose an undue hardship to the city. You may be asked to provide additional medical information to support the continuing need for leave. A medical documentation request may be provided to you upon your request for

accommodation under the ADA and should be submitted to the Human Resources Director within five business days of your FMLA expiration date, when practical. The City will then notify you if your leave is approved in accordance with the ADA. Please note, not all employees will be eligible to receive an extended leave under the ADA.

Failure to Return from Leave

Employees who fail to return to work when scheduled (absent an approved extension) are subject to immediate termination.

5.4 LEAVE WITHOUT PAY

Leave without pay may be granted up to 60 days for prolonged illness, maternity issues, family emergencies or other valid reasons which are not repetitive in nature, when all available leave balances have been exhausted. To be eligible the employee shall have worked more than 1,040 hours during the immediately preceding 12-month period and the written request shall be specifically approved by the Department Head, the Director of Human Resources and the City Manager. An approved leave of absence shall not constitute a break in service. An employee on leave of absence without pay shall be responsible for payment of 100% of the employees' portion of all insurance premiums for the duration of the absence, except for employees on Family & Medical Leave, Military Leave or Injury Leave (Workers' Compensation).

5.5 JURY LEAVE

Employees who are required to serve as jurors shall be granted time off with pay in accordance with the employee's regularly scheduled work hours, provided that the employee serving such duty shall present to his/her supervisor the original summons or subpoena from the Court and, at the conclusion of the duty, a signed statement from the Clerk of the Court showing the actual dates of attendance in Court. Payment by the court for jury duty shall be retained by the employee.

Employees subpoenaed to testify, in any matter not directly related to his/her duties as a City employee, shall not receive their regular salary but may use eligible leave or be granted a leave of absence without pay for the length of such service.

Jury duty time, regardless of hours worked at the courthouse, will be counted as a standard workday, and will be eligible for overtime calculations.

5.6 FUNERAL LEAVE

In the event of a death of a member of an employee's immediate family, an employee may be granted a leave of absence with pay for a period of time up to a maximum of

three working days. If circumstances require travel over a distance of 500 miles one-way, an additional two days may be allowed with City Manager approval. The definition of immediate family in regard to funeral leave is spouse, employee's parent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents of the employee or spouse, son, daughter and grandchildren, or "foster" or "step" children. Should an employee require additional time, they may request additional time from the department head. Any additional time shall be charged to eligible leave balances. If an authorized holiday falls within an employee's funeral leave the day shall be considered a holiday rather than a funeral leave day. For funeral attendance of individuals not falling within this definition, the employee may request leave time. Employees should communicate with their supervisors prior to taking leave.

A. Documentation Requirements:

To ensure proper recordkeeping and verification, employees may be required to provide **reasonable documentation** supporting the request for funeral leave.

Acceptable documentation may include:

1. A copy of the funeral program or obituary notice, or
2. Verification from the funeral home or officiant, or
3. Other written confirmation acceptable to Human Resources.

Failure to provide documentation when requested may result in the leave being treated as unpaid or as another form of leave (e.g., vacation or personal time)

5.7 VOTING

Employees shall be allowed up to two (2) hours' time off from work to vote in general elections, without loss of pay, unless the employee's workday begins after 10:00 o'clock a.m. or ends before 4:00 o'clock p.m. To be eligible for time off to vote without a reduction in pay, an employee shall be both eligible and registered to vote. Only the amount of time it takes to complete the voting process is permitted. All leave time shall be scheduled and approved by the department head.

5.8 INJURY LEAVE

In the event an employee is injured on the job, the Department Head will be responsible for making sure the workers compensation forms are completed properly and submitted to the Human Resources Director as soon after the injury as possible.

5.9 EXEMPT EMPLOYEES

Exempt employees shall receive a full salary for any week in which they perform work without regard to the number of hours or days worked. Exempt employees must obtain their supervisor's approval to be absent during the workday, including for any flex time or remote work during the workweek.

5.10 MILITARY LEAVE

The City is fully committed to complying with all laws and regulations related to military leave, including job protection provisions, in accordance with applicable federal and state laws—such as the Uniformed Services Employment and Reemployment Rights Act (USERRA) and corresponding Oklahoma statutes governing military service.

For a detailed description of employees' rights, responsibilities, and applicable procedures, or to ask questions, please contact the City's Human Resources team and visit the U.S. Department of Labor's Veterans' Employment & Training Service (VETS) website at: <https://www.dol.gov/vets/programs/userra/>.

To: HONORABLE MAYOR AND CITY COUNCIL

From: Debbie Pengelly, HR Director

Meeting Date: August 3, 2026

Department/Office: Human Resources

Item Name: Employee Handbook Adoption, Article 7 Travel and Training

Summary:

Article 7: Travel and Training policy outlines the requirements and procedures for approval, documentation, and reimbursement of travel and training expenses incurred on official City business.

The Travel and Training Policy encourages the prudent and cost-effective use of City funds by establishing guidelines and limits for transportation, lodging, meals, and other authorized travel-related expenses. The policy also supports employee participation in training programs, conferences, workshops, and other professional development opportunities that enhance knowledge, skills, and job performance. By investing in employee development, the City strengthens its operational effectiveness while advancing one of its core values: Make Learning a Habit.

The revisions to this policy are primarily administrative in nature and are intended to improve clarity, modernize the language, and align the policy with the City's current business practices and operational procedures. While these revisions do not materially change the intent of the policy, they enhance consistency with existing City processes and improve the policy's overall readability and usability.

Each union was given the opportunity to review and submit recommended modifications. In addition, the proposed revisions were reviewed by legal counsel for compliance with applicable laws and regulations. Neither union presented any objections to the updated language in Article 7.

This article presents the sixth article update submitted to the Council for consideration since the beginning of the updating process. Upon approval by the Council, each article becomes immediately effective.

Recommended Action:

Staff recommends Council consideration and approval to adopt Article 7: Travel and Training, City of Glenpool Employee Handbook and Personnel Policies.

Budget:

Attachments:

1. Article 7 Travel and Training REDLINE
2. Article 7 Travel and Training 08.03.26

ARTICLE 7: TRAVEL AND TRAINING

7.1 POLICY

The City recognizes that direct benefits accrue to the City as the result of employee training through attendance at seminars and meetings. However, it should also be recognized that the employee personally benefits through his/her career development. The importance of training is embodied in one of the City's core values, Make Learning a Habit.

- A. Trips~~Educational/investigative trips~~ shall be made only by those employees who are best qualified by position, training and experience to reap the most benefits for the City.
- B. If training is presented in a series, then they should be taken in order.

7.2 PROCEDURES FOR REQUESTS FOR TRAVEL

- A. Each individual requesting travel shall submit a separate Travel & Training Request Form to their Department Head.

B. All employees requesting use of a City vehicle must have a valid drivers' license.

B.C. Brochures, registration forms, seminar agendas, or other descriptive information must accompany the trip request.

C.D. Department Head signature is required on all requests. ~~The City Manager or his/her designee shall review each application when requests are over the amount of \$50.00.~~

D.E. Each approved trip request shall have monies encumbered for the total estimated cost by their~~his/her~~ respective department prior to the trip being taken.

E.F. After the trip is completed, the approved trip request, ~~itemized a copy of the Purchase Order, a Travel and Training Expense Voucher,~~ receipts, and any other appropriate documentation shall be submitted to the department head for review and approval before being entered into the requisition system and submitted to Accounts Payable~~Purchasing~~ in the ~~Finance~~Financial Services Department for payment. ~~Accounts Payable-Purchasing~~ shall review all expense receipts for legality and accuracy ~~and then process the claim for City Council approval.~~

7.3 EXPENSES INCURRED PRIOR TO TRAVEL DATE

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- A. Travel and Training expenses shall be allowed in advance of the travel date for registration fees and hotel accommodations by using a purchase order or City Credit Card. ~~A copy of the approved Trip Request must be submitted with the Purchase Order for payment.~~
- B. The City shall pay airfare or public transportation in advance. Air travel ~~should~~ must be arranged; at least 21 days in advance, ~~through the Purchasing Department or by selecting the lowest fare available, over the Internet.~~ Any change in air travel arrangements must be handled in the same manner. Employees are encouraged to consider using special fares or discounts, ~~if the savings in airfare is greater than the cost of additional meals and lodging.~~
- C. Employees may use their personal funds or credit card for meals and other incidentals and present ~~itemized~~ receipts, after they return, for reimbursement of authorized expenses ~~or per diem.~~ The ~~Department Head~~ City Manager has the authority to approve the use of a City credit card for employee meals and other authorized incidentals. Employees utilizing a City credit card must provide all ~~itemized~~ receipts for items purchased. Alcoholic beverages cannot be charged to the credit card ~~and are not eligible for reimbursement.~~

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7.4 AUTHORIZED EXPENSES AND REIMBURSEMENTS

Expense reimbursements shall be processed through the City's normal accounting procedures.

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- A. ~~A.~~ All original ~~itemized~~ receipts for expenses must bear the following information:

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- ~~1.~~ 1. The printed name of the vendor.
- ~~2.~~ 2. The amount paid.
- ~~3.~~ 3. The service rendered ~~or items purchased.~~
- ~~4.~~ 4. The date paid.

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- B. ~~B.~~ The City shall not reimburse for personal items, services or entertainment, such as dry cleaning, toiletries, medicine, clothing, grooming, movies, etc. ~~Alcohol~~ Liquor expenses are not reimbursable by the City. Personal expenses shall not be charged to the City purchasing card.

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- C. ~~C.~~ Lodging shall be reimbursed at actual and reasonable cost. Lodging expenses shall not be allowed for any trips within two (2) hours driving time from Glenpool without department head approval. ~~Employees are expected to return to Glenpool for the night. This rule shall not apply to meetings of more than one day's duration.~~ The employee shall be reimbursed for the hotel bill upon submission of an itemized hotel receipt. Lodging expenses shall not be allowed on the date that a

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seminar/conference ends without department head approval and clarification for the additional expense.

- D. Meal reimbursement is allowable for meals consumed by an employee attending a meeting or conference on behalf of the City. Incidental expenses including miscellaneous fees and tips for services where receipts are not obtained (e.g., baggage handler, shuttle or wait staff) shall not be reimbursed. Meals shall at actual cost. Employees may elect to be reimbursed for City of Glenpool employees only. The City shall not "pick up the tab" for others unless authorized by the City Manager meals on an "actual" or "per diem" basis.

1. Under "actual" reimbursement, reasonable cost of meals shall be reimbursed equal to what is actually spent according to receipts presented, but not to exceed the IRS Meal Allowance per diem rates for that location (IRS publication 1542 table 4)
2. Under the federal "per diem" allowance method, the City pays a per diem allowance in lieu of reimbursing actual expenses incurred for meals. The per diem amount is based upon IRS Meal Allowance Rates (publication 1542, Table 4) for various localities of travel within the continental United States (IRS rates provided by the Human Resources Department).
3. The following additional rules shall apply to meals:
 - a. Meals shall be reimbursed for City of Glenpool employees only. The City shall not "pick up the tab" for others unless authorized by the City Manager.
 - b. Meal expense exceptions for out of town travel shall be made at the discretion and approval of the City Manager.

- E. Hotel phone fees and long distance calls only to employee's office shall be reimbursed with original receipt.

- F.E. Rental car – Normally, rental of a vehicle while attending a conference will not be an eligible expense. However, it is recognized that under some circumstances, that circumstance, rental of a vehicle may be a necessary and/or cost-effective practice. Prior approval by the department head City Manager is necessary for a rental car. Justification for the use of a rental car must be submitted with the travel request form.

Employees are required to take out loss damage insurance with the rental agency when renting a car. A copy of the rental agreement and loss/damage insurance cost must be submitted with the Travel Expense Voucher. If loss damage insurance is not verified with the Travel Expense Voucher, the expense of the rental car may be denied even with the prior approval.

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G.F. Transportation expenses such as, but not limited to; gasoline, airfare, taxi fare, bus fare, parking, tolls, etc. fall into three (3) groups. Each group is governed as follows:

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1.a. Employees traveling on short trips, within the State of Oklahoma, using private auto:

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a. a. Employees utilizing their private vehicle shall be reimbursed at the IRS Reimbursement rate per mile by the most direct route.

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b. Employees shall be reimbursed for parking, toll fees, etc., at actual cost.

b. Employees allowed to Travel on long trips, outside the State of Oklahoma, using private auto:

a. Employees shall be reimbursed at the IRS reimbursement rate per mile by the most direct route. In no case shall such reimbursement exceed the cost of a round-trip coach class airfare. Proof of coach airfare cost is required of the employee at the time the Travel & Training Request Form is submitted for approval. The estimated cost of coach airfare must reflect the 21-day advance purchase price when comparing the cost of IRS mileage reimbursement.

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b. Employees receiving car allowance shall not be eligible for mileage reimbursement for trips within the State of Oklahoma.

c. Employees shall be reimbursed for parking, toll fees, etc., at actual cost.

2. Employees allowed to travel on long trips, outside the State of Oklahoma, using private auto:

a. Employees shall be reimbursed at the IRS reimbursement rate per mile by the most direct route. In no case shall such reimbursement exceed the cost of a round-trip coach class airfare. Proof of coach airfare cost is required of the employee at the time the Travel & Training Request Form is submitted for approval. The estimated cost of coach airfare must reflect the 21-day advance purchase price when comparing cost of IRS mileage reimbursement.

b. b. If employees are car-pooling and using a private vehicle, mileage reimbursement is eligible only for the driver of the vehicle/owner of the vehicle. The reimbursement to the driver shall not exceed the IRS reimbursement rate per mile by the most direct route. Proof of coach airfare cost for all parties car-pooling is required at the time the Travel & Training Request form is submitted for approval. The estimated cost of coach airfare must reflect the 21-day advance purchase price when comparing cost of IRS mileage reimbursement.

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c. c. Employees shall be reimbursed for parking and toll fees at actual cost. Receipts are required for reimbursement.

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3-c. Employees allowed the use of City vehicles:

- a. ~~a.~~ Actual operating expenses shall be reimbursed upon submittal of valid receipts. Mileage reimbursement is not eligible when using a City vehicle.
- b. ~~b.~~ Employees are encouraged to ~~carpool~~ ~~ear-pool~~ when utilizing a ~~City~~ ~~city~~ vehicle for short travel within the State of Oklahoma.
- c. ~~c.~~ Toll, parking, etc., shall be reimbursed at actual cost with receipts.

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7.5 TIME LIMITS OF REQUESTS FOR REIMBURSEMENT

~~Travel~~ ~~Requests for travel~~ expense reimbursements must be submitted to the ~~employee's~~ ~~Purchasing~~ Department ~~Head for approval~~ within 10 working days after the employee returns. Failure to do so may result in refusal of the claim. Special conditions and unusual circumstances may merit exceptions to the stated policy on travel. Each request for variances to stated policy shall be considered in light of existing condition, needs and circumstances.

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ARTICLE 7: TRAVEL AND TRAINING

7.1 POLICY

The City recognizes that direct benefits accrue to the City as the result of employee training through attendance at seminars and meetings. However, it should also be recognized that the employee personally benefits through his/her career development. The importance of training is embodied in one of the City's core values, Make Learning a Habit.

- A. Trips shall be made only by those employees who are best qualified by position, training and experience to reap the most benefits for the City.
- B. If training is presented in a series, then they should be taken in order.

7.2 PROCEDURES FOR REQUESTS FOR TRAVEL

- A. Each individual requesting travel shall submit a separate Travel & Training Request Form to their Department Head.
- B. All employees requesting use of a City vehicle must have a valid drivers' license.
- C. Brochures, registration forms, seminar agendas, or other descriptive information must accompany the trip request.
- D. Department Head signature is required on all requests.
- E. Each approved trip request shall have monies encumbered for the total estimated cost by their respective department prior to the trip being taken.
- F. After the trip is completed, the approved trip request, itemized receipts, and any other appropriate documentation shall be submitted to the department head for review and approval before being entered into the requisition system and submitted to Accounts Payable in the Finance Department for payment. Accounts Payable shall review all expense receipts for legality and accuracy.

7.3 EXPENSES INCURRED PRIOR TO TRAVEL DATE

- A. Travel and Training expenses shall be allowed in advance of the travel date for registration fees and hotel accommodations by using a purchase order or City Credit Card.

- B. The City shall pay airfare or public transportation in advance. Air travel should be arranged at least 21 days in advance, by selecting the lowest fare available. Any change in air travel arrangements must be handled in the same manner. Employees are encouraged to consider using special fares or discounts.
- C. Employees may use their personal funds or credit card for meals and other incidentals and present itemized receipts, after they return, for reimbursement of authorized expenses. The Department Head has the authority to approve the use of a City credit card for employee meals and other authorized incidentals. Employees utilizing a City credit card must provide all itemized receipts for items purchased. Alcoholic beverages cannot be charged to the credit card and are not eligible for reimbursement.

7.4 AUTHORIZED EXPENSES AND REIMBURSEMENTS

Expense reimbursements shall be processed through the City's normal accounting procedures.

- A. All original itemized receipts for expenses must bear the following information:
 - 1. The printed name of the vendor.
 - 2. The amount paid.
 - 3. The service rendered or items purchased.
 - 4. The date paid.
- B. The City shall not reimburse for personal items, services or entertainment, such as dry cleaning, toiletries, medicine, clothing, grooming, movies, etc. Alcohol expenses are not reimbursable by the City. Personal expenses shall not be charged to the City purchasing card.
- C. Lodging shall be reimbursed at actual and reasonable cost. Lodging expenses shall not be allowed for any trips within two (2) hours driving time from Glenpool without department head approval. The employee shall be reimbursed for the hotel bill upon submission of an itemized hotel receipt. Lodging expenses shall not be allowed on the date that a seminar/conference ends without department head approval and clarification for the additional expense.
- D. Meal reimbursement is allowable for meals consumed by an employee attending a meeting or conference on behalf of the City. Incidental expenses including miscellaneous fees and tips for services where receipts are not obtained (e.g., baggage handler, shuttle or wait staff) shall not be reimbursed. Meals shall be reimbursed for City of Glenpool employees only. The City shall not "pick up the tab" for others unless authorized by the City Manager.

- E. Rental car – Normally, rental of a vehicle while attending a conference will not be an eligible expense. However, it is recognized that under some circumstances, that rental of a vehicle may be a necessary and/or cost-effective practice. Prior approval by the department head is necessary for a rental car. Justification for the use of a rental car must be submitted with the travel request form.

Employees are required to take out loss damage insurance with the rental agency when renting a car. A copy of the rental agreement and loss/damage insurance cost must be submitted with the Travel Expense Voucher. If loss damage insurance is not verified with the Travel Expense Voucher, the expense of the rental car may be denied even with the prior approval.

- F. Transportation expenses such as but not limited to; gasoline, airfare, taxi fare, bus fare, parking, tolls, etc. fall into three (3) groups. Each group is governed as follows:

1. Employees traveling on short trips, within the State of Oklahoma, using private auto:
 - a. Employees utilizing their private vehicle shall be reimbursed at the IRS Reimbursement rate per mile by the most direct route.
 - b. Employees shall be reimbursed for parking, toll fees, etc., at actual cost.
2. Employees allowed to Travel on long trips, outside the State of Oklahoma, using private auto:
 - a. Employees shall be reimbursed at the IRS reimbursement rate per mile by the most direct route. In no case shall such reimbursement exceed the cost of a round-trip coach class airfare. Proof of coach airfare cost is required of the employee at the time the Travel & Training Request Form is submitted for approval. The estimated cost of coach airfare must reflect the 21-day advance purchase price when comparing cost of IRS mileage reimbursement.
 - b. If employees are car-pooling and using a private vehicle, mileage reimbursement is eligible only for the driver of the vehicle.
 - c. Employees shall be reimbursed for parking and toll fees at actual cost. Receipts are required for reimbursement.
3. Employees allowed the use of City vehicles:
 - a. Actual operating expenses shall be reimbursed upon submittal of valid receipts. Mileage reimbursement is not eligible when using a City vehicle.
 - b. Employees are encouraged to carpool when utilizing a City vehicle for short travel within the State of Oklahoma.
 - c. Toll, parking, etc., shall be reimbursed at actual cost with receipts.

7.5 TIME LIMITS OF REQUESTS FOR REIMBURSEMENT

Travel expense reimbursements must be submitted to the employee's Department Head for approval within 10 working days after the employee returns. Failure to do so may result in refusal of the claim. Special conditions and unusual circumstances may merit exceptions to the stated policy on travel. Each request for variances to stated policy shall be considered in light of existing condition, needs and circumstances.

To: The Honorable Mayor and Council
From: Okhai Akhigbe, Engineering Technician
Meeting Date: August 3, 2026
Department/Office: Engineering
Item Name:

Summary:

Background:

The City of Glenpool received the Community Development Block Grant (CDBG) for the Kendalwood Boulevard Inlet and Street Rehab project in the amount of \$120,143.00 as shown in the agreement approved on 02/03/2025.

This project was advertised in Tulsa World on February 11, 2026. One bid was received from 3 Angels Construction in the amount of Sixty-Nine Thousand, Six Hundred and Sixty Dollars (\$69,660.00). The bid response has been reviewed by City Staff and INCOG staff and found to be responsive.

During construction, a change order was approved to address additional excavation required to reach the roadway crown, along with the placement of additional asphalt and surface course materials. The change order brought the total project cost to \$74,500

Recommended Action:

Staff recommends the approval of the bid award to 3 Angels in the amount of \$74,500 and grant the City Manager the authority to sign project related documents as permitted by law.

Budget:

Sixty-Nine Thousand, Six Hundred and Sixty Dollars (\$69,660.00).

Change Order:

Seventy-four Thousand, Five Hundred Dollars (\$74,500)

Attachments:

1. 3 Angels Construction Change Order
2. 15 - Agreement - BOCC - City of Glenpool, Oklahoma CMF# 20250192

CHANGE ORDER NO.: NO 1

Owner: City of Glenpool

Owner's Project No: 2026-14001

Contractor: 3 angels Construction

Contractor's Project No:

Project: Street & stormwater improvements in Glenn village addition II

Effective Date of change Order:

Date Issued: 5/29/2026

The Contract is modified as follows upon execution of this Change Order:

Description:

[Description of the change]

Attachments:

[List documents related to the change]

Change in Contract Price		Change in Contract Times [State Contract Times as either a specific date or a number of days]	
Original Contract Price: \$ <u>69,900.00</u>		Original Contract Times: Substantial Completion: <u>6-30</u> Ready for final payment: <u>yes</u>	
[Increase] from previously approved Change Orders No. 1 to No. [Number of previous Change Order]: \$ <u>4600.00</u>		[Increase] [Decrease] from previously approved Change Orders No.1 to No. [Number of previous Change Order]: Substantial Completion: _____ Ready for final payment: _____	
Contract Price prior to this Change Order: \$ <u>69,900.00</u>		Contract Times prior to this Change Order: Substantial Completion: _____ Ready for final payment: _____	
[Increase] this Change Order: \$ <u>4600.00</u>		[Increase] [Decrease] this Change Order: Substantial Completion: _____ Ready for final payment: <u>yes</u>	
Contract Price incorporating this Change Order: \$ <u>74,500.00</u>		Contract Times with all approved Change Orders: Substantial Completion: <u>6-20-2026</u> Ready for final payment: <u>yes</u>	

Recommended by Engineer (if required)

By: _____

Title: _____

Date: _____

Authorized by Owner

By: _____

Title: _____

Date: _____

Accepted by Contractor

x Reynaldo Ramirez

x [Signature]

6-25-26

Approved by Funding Agency (if applicable)

EJCDC® C941, Change Order EJCDC® C941, Change Order, Rev.1.

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Page 1 of 1

Item #	Description		Quantity	Unit	Unit Cost	Total
1	Additional Excavation for increased patch East Side of Kendallwood		12	cy	\$ 40.00	\$ 480.00
2	Addtioanl agg base		7	cy	\$ 60.00	\$ 420.00
3	4" asphalt base		7	ton	\$ 125.00	\$ 875.00
4	2" Surface Course		3.5	ton	\$ 150.00	\$ 525.00
5						
6						
1	Additional Excavation for increased patch west Side of Kendallwood		12	cy	\$ 40.00	\$ 480.00
2	Addtioanl agg base		7	cy	\$ 60.00	\$ 420.00
3	4" asphalt base		7	ton	\$ 125.00	\$ 875.00
4	2" Surface Course		3.5	ton	\$ 150.00	\$ 525.00
					\$	4,600.00

MEMO

APPROVED
2/3/2025



DATE: January 29, 2025
FROM: Matney M. Ellis
Procurement Director
TO: Board of County Commissioners
SUBJECT: Agreement – City of Glenpool, Oklahoma

A handwritten signature in black ink, appearing to read "Matney M. Ellis", followed by a long horizontal flourish line.

Submitted for your approval and execution is the attached agreement between the Board of County Commissioners of the County of Tulsa, Oklahoma and the City of Glenpool, Oklahoma, for the replacement of storm drain inlets and the reconstruction of pavement to address a sinkhole affecting the surrounding roadway at the intersection of South Kendalwood Blvd. and East 145th Pl. This project will utilize funds from the Tulsa County Community Development Block Grant Urban County in the amount of \$120,143.00 through June 30, 2025, as further described in the attached.

Respectfully submitted for your approval and execution.

MME / dcc

SUBMITTED FOR: The February 3, 2025 BOCC meeting agenda.

CMF# 20250192



a voluntary association of local governments serving Creek, Osage, Rogers, Tulsa and Wagoner Counties

2 West 2nd Street, Suite 800 Tulsa, Oklahoma 74103-3123 918.584.7526 www.incog.org

APPROVED
2/3/2025

MEMORANDUM

TO: Andrew Mihelich, Assistant District Attorney

FROM: Preslie Anderson, Community Development Planner

DATE: January 15, 2025

RE: CDBG URBAN COUNTY FY 2024 CONTRACT WITH PARTICIPANT CITIES

The ten Tulsa County communities who are participating members in the CDBG Urban County program each enter into sub recipient contracts with the County for an allocation of CDBG funds to be used to fund individual projects within their jurisdictions. Each of the contracts are written on a template which contains required federal compliance standards. The template for Public Infrastructure construction projects contains required language pertaining to construction regulations (Davis-Bacon; Labor Standards) for the projects which will do infrastructure construction.

Attached for your review and approval are contracts for infrastructure projects in the City of Sapulpa, City of Glenpool, and the City of Sand Springs. The DA's office has previously approved contracts for this type of project for the Urban County program, so I hope this makes your review easier. The attached contract is identical to the ones previously approved.

Contracts:

FY 2024 City of Sapulpa- Fife Avenue Resurfacing CDBG \$130,547.00

FY 2024 City of Glenpool- Kendalwood Boulevard Inlet and Street Rehab CDBG \$120,143.00

FY 2024 City of Sand Springs- 5th Street Waterline Replacement CDBG \$95,098.00

(Go-By FY2022 CMF# 20230741)

Please review, approve, and send to the BOCC at your convenience.

Attachments

CMF# 20250192

Contract For Public Improvements For Community Development Block Grant Program

This Contract for Community Development Block Grant ("CDBG") funds is made and entered into by and between Tulsa County ("COUNTY"), and the City of Glenpool ("CITY").

This Contract shall be in effect as of the date signed below and shall be in effect through the 30th day of June, 2025. If the funds are not exhausted at the end of the contract period, the Contract period may be extended by mutual agreement of both parties.

WHEREAS, the Housing and Community Development Act of 1974, as amended (24 U.S.C. 93-383 et seq.), (the "Act"), provides that Community Development Block Grant, ("CDBG"), funds may be used for the support of activities that provide decent housing and suitable living environments and expanded economic opportunities principally for persons of low- and moderate-income; and,

WHEREAS, CDBG Regulations 24 CFR 570.307(a) allow counties having a total combined population of 200,000 or more from the unincorporated areas and participating incorporated areas to qualify as an urban county; and,

WHEREAS, a Cooperation Agreement between the County and the City has been executed for the purpose of participation in the Tulsa County Urban County Community Development Block Grant Program for Federal Fiscal Years 2023-2025 and,

WHEREAS, the City desires to enter into a Contract with Tulsa County, as lead entity of the Tulsa County Community Development Block Grant Urban County Program (CFDA 14.218) pursuant to Title I of the Housing and Community Development Act of 1974, as amended; to receive an allocation of FY2024 Tulsa County CDBG Urban County funds for the purpose of public improvements (**B-24-UC-40-0001**);

NOW THEREFORE, the parties do mutually agree as follows:

I. Scope of Services

The City shall be responsible for the oversight of projects to meet the objectives of the Community Development Block Grant program in accordance with the terms and conditions as set forth herein.

The City agrees to perform those duties, obligations, and representations contained in its application to Tulsa County and to be bound by the provisions of its application, all amendments thereto and all correspondence relating thereto, which were submitted to and accepted by Tulsa County in contemplation of this contract, said application being incorporated herein and made a part hereof by reference.

Project:

The project consists of the replacement of storm drain inlets and the reconstruction of pavement to address a sinkhole affecting the surrounding roadway. This project is located at the intersection of South Kendalwood Boulevard and East 145th Place. Driveways, sidewalks, and ADA ramps will also be replaced and repaired where necessary. All work will take place within the existing utility and street rights-of-way.

II. Budget

The City shall be allocated \$120,143.00 from Fiscal Year 2024 Tulsa County CDBG Urban County funds for infrastructure improvements.

III. Performance Measurement

The project must be under construction with a Notice To Proceed issued no later than 180 days from the date of approval of this contract by the County. Failure to commence construction within the timeframe may result in withdrawal of CDBG funds by the County for noncompliance of timely expenditure of funds.

IV. Method Of Payment

- a. Payment will be made to the City on a reimbursement of paid invoices basis. The City shall submit a "Request for Funds" form to the program administrator, INCOG for approval and payment by Tulsa County.
- b. City will maintain proper financial records for the project, which the County reserves the right to inspect on a periodic basis.
- c. In no event will the total compensation to be paid hereunder exceed the expressly agreed maximum sum of One Hundred Twenty Thousand One Hundred Forty-three dollars and No Cents (\$120,143.00) for all services required.

V. Reversion of Assets

After reconciliation of the project books and submittal of remaining unpaid claims to the County, the City shall return any unused CDBG funds within 30 days of the date this agreement terminates or expires.

GENERAL TERMS AND CONDITIONS

Subcontract Notification Provision

None of the work and services covered by this contract may be subcontracted without written consent of the County. Any work or services subcontracted hereunder shall be specified by written agreement and shall be subject to each provision of this agreement. In no event will the City incur any obligation on the part of the County.

Modification

This contract is subject to such modification as may be required by federal or state law or regulations. The work and services to be performed and the total contract amount may be modified only upon written agreement of both parties.

Disputes, Interpretation, Remedies

- a. In the event the parties fail to agree on interpretations of this contract, the details of such disagreement shall be forwarded to the legal counsels of both parties for review and recommendation and such recommendations forwarded to HUD, who shall make the final determination.
- b. Neither forbearance nor payment by the County shall be construed to constitute waiver of any remedies for any default or breach by the City that exists then or occurs later.

Severability Clause

If any provision under this contract or its application to any person or circumstance is held invalid by any court of competent jurisdiction, such invalidity does not affect any other provision of this contract or its application that can be given effect without the invalid provision or application.

Hold Harmless Clause

City shall, within limitations placed on such entities by any law, hold harmless the United States government, its agents, officers, and employees and the County, its agents, officers, and employees from all claims and actions, and all expenses defending same, that are brought as a result of any injury or damage sustained by any person or property which injury or damage is legally determined to be caused by any act or omission of City committed within the performance of its duties under this contract. City shall, within limitations placed on such entity by any law, hold harmless the United States government, its agents, officers, and employees and the County, its agents, officers and employees from any claim or amount recovered as a result of infringement of patent trademark, copyright, or from any claim or amounts arising or recovered under Workers' Compensation Laws, to the extent such claims arise out of acts committed in furtherance of this contract. In any agreement with any sub-recipient or any agent for City, City will specify that such sub-recipient or agents shall hold harmless the United States government, its agents, officers, and employees, and the County its agents, officers and employees for all the herein before described expenses, claims, actions, or amounts recovered, which is legally determined to be caused by this sub-recipient or agent in the performance of their duties relating to this contract.

Personnel

- a. The City represents that it will secure all personnel required in performing the services under this contract. Such personnel shall not be employees of or have any contractual relationship with the County.
- b. The City has full responsibility for payment of worker's compensation insurance, unemployment insurance, social security, state and federal income tax and any other deductions required by law for its employees.

- c. All services required hereunder will be performed by the City or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.

Termination of Contract for Cause

If, through any cause, the City shall fail to fulfill in a timely and proper manner its obligations under this contract, or if the City shall violate any of the covenants, agreements, or stipulations of this contract, the County shall thereupon have the right to terminate this contract by giving written notice to the City of such termination and specifying the effective date thereof, at least 15 days before the effective date of such termination. In such event, the City shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, the City shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the contract by the City.

Termination of Contract for Convenience

Either the City or the County may terminate this contract at any time by giving at least 15 days notice in writing to the other party. If the contract is terminated as provided herein, the City will be paid for the services provided and all allowable expenses incurred up to the termination date.

Conflict of Interest

No member of the governing body of the City, and no other officer, employee, or agent of the City who exercises any function or responsibility in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this agreement, and the City shall take appropriate steps to assure compliance.

Interest of City and Employees

The City covenants that he presently has no interest and shall not acquire interest, direct or indirect, in the project area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of his services hereunder. The City further covenants that in the performance of this agreement no person having any such interest shall be employed.

Reports and Information

The City, at such times and in such forms as the County may require, shall furnish the County such periodic reports as it may request pertaining to the work or services undertaken pursuant to the contract, costs and obligations incurred or to be incurred in connection therewith and any other matters covered by this contract.

City shall furnish the County narrative reports and financial reports related to the elements of this contract in the forms and at such times as may be required by the County or federal grantor agencies.

Compliance with Local Laws

The City shall comply with all applicable laws, ordinances, and codes of the state and local governments.

Copyright

No reports, maps, or other documents produced in whole or in part under this contract shall be the subject of an application for copyright by or on behalf of the City.

Records and Audits

City shall retain all books, documents, papers, records, and other materials involving all activities and transactions related to this contract for at least five (5) years from the date of submission of the final expenditure report or until all audit findings have been resolved, whichever is later. City shall, as often as deemed necessary by the County, permit authorized representatives of the County and its Auditors, the U.S. Department of Housing and Urban Development, the federal or state Department of Labor, and the U.S. Comptroller General to have full access to and the right to fully examine all such materials.

The City shall comply with 2 CFR Part 200 requirements, where applicable. The OMB guidance is hereby made a part of this contract. The City shall provide a copy of its annual audit to the County for the periods of these CDBG funds within the earlier of 30 days after the City's receipt of the auditor's report or nine months after the end of the audit period.

Federal Funds in Excess of \$750,000

If the City expends \$750,000 or more in a year in Federal awards from all sources, the City shall comply with 2 CFR 200 Subpart F requirements and have a Single Audit conducted. The OMB guidance is hereby made a part of this contract. The City shall provide a copy of its Single Audit to the County for the periods of these CDBG funds within the earlier of 30 days after the City's receipt of the auditor's report or nine months after the end of the audit period.

Anti-Kickback Regulations

The City shall comply with all applicable anti-kickback regulations covered under the Department of Labor Regulation 29 CFR, Part III.

Equal Employment Opportunity

The City shall comply with the following equal opportunity requirements as part of CDBG assurances:

a. **Civil Rights Act of 1964, Title VI**

City shall comply with Title VI of the Civil Rights Act of 1964, which provides that no person in the United States shall on the grounds of race, religion, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance.

b. **Housing and Community Development Act of 1974, Section 109**

City shall comply with Section 109 of the Housing and Community Development Act of 1974, which provides that no person in the United States shall on the grounds of race, color, religion, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded under the Act.

c. Housing and Urban Development Act of 1968, Section 3

City shall comply with Section 3, which provides that to the greatest extent feasible, training and employment opportunities shall be made available to lower-income residents of the unit of local government or metropolitan area (or non-metropolitan county) in which the project is located and that contracts be awarded to small businesses located within or owned in substantial part by residents of the same metropolitan area (or non-metropolitan county) as the project.

d. Affirmative Action

City shall take affirmative actions steps to contract with small and minority owned firms and women business enterprises in a part of the requirements of 24 CFR Part 85.36 or 24 CFR Part 570, Sub-part J. Affirmative Actions steps include, but are not limited to, the following:

1. Including qualified small, minority and women business enterprises on solicitation lists.
2. Assuring that small, minority and women business enterprises are solicited whenever they are potential sources.
3. When economically feasible, dividing total requirements into smaller tasks or quantities to permit maximum small, minority and women business enterprises participation.
4. Where the requirement permits, establishing delivery schedules which will encourage participation by small, minority and women business enterprises.
5. Using the services and assistance of the Small Business Administration, the Office of Minority Business Enterprise of the U.S. Department of Commerce and the local minority business development center that assists with management and technical aspects and maintains a directory of minority contractors, suppliers and vendors.

Labor Standards

The City shall comply with the requirements of:

- a. Davis-Bacon Act (40 USC Section 276a-276a-5), which requires payment of the prevailing wage for the locality to workers on construction contracts over \$2,000. Housing rehabilitation projects of fewer than eight units are exempt. Regulations are at 29 CFR, Part 5. The City further certifies that it shall include in its bidders' packages the U.S. Department of Labor Wage Determination List and a statement

that the Contractor and any subcontractors must comply with these wage rates in performance of the work required.

- b. Copeland (Anti-Kickback) Act (18 USC Section 874, 40 USC Section 176c), which applies to all contracts covered by Davis-Bacon and provides that workers must be paid weekly, with only permissible deductions allowed. Regulations are at 29 CFR, Part 3;
- c. Contract Work Hours and Safety Standards Act (40 USC Section 327, et seq.) which requires overtime compensation. Regulations are at 29 CFR, Part 5.
- d. Build America, Buy America Act (BABA), enacted as part of the Infrastructure Investment and Jobs Act (IIJA, P. L. 117-58), signed into law on November 15, 2021. This Act requires that certain products and materials must be produced in the United States for federally assisted infrastructure projects estimated at over \$250,000.

Acquisition and Relocation

Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (P.L. 91-646, P.L. 100-17) Section 305 of Title III and Section 210 of Title II require State and local recipients to comply with real property acquisition and relocation requirements set forth in said Act. Regulations are at 49 CFR, Part 24.

Age Discrimination Act of 1975

City shall comply with the provisions of the Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in the delivery of services and benefits supported by federal funds.

Americans With Disabilities Act of 1990

City shall comply to the extent required with the provisions of the Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of disabled status in any publicly funded program and activity.

Rehabilitation Act of 1973, Section 504

City shall comply with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap in any programs or activities receiving federal financial assistance.

IN WITNESS WHEREOF, the City and County have executed this contract as of the date first written above.

City of Glenpool, Oklahoma

By Jay G. Calkins the Honorable City Mayor

ATTEST:

Leslie Smith
City Clerk

Approved:

[Signature]
City Attorney



Tulsa County Board of Commissioners

By [Signature] Chair

ATTEST:

[Signature]
County Clerk



Approved As To Form:

[Signature]
Assistant District Attorney

To: The Honorable Mayor and Council
From: Okhai Akhigbe, Engineering Technician
Meeting Date: August 3, 2026
Department/Office: Engineering
Item Name:

Summary:

Background:

The Rolling Meadows Subdivision Stormwater Improvement Project (the Project) is included in the Move Glenpool Forward capital improvement program. The City previously executed a Professional Services Agreement with Crafton Tull in the amount of \$180,985.00 for engineering design services. Funding for this contract is allocated from the Street and Infrastructure Fund (Account #50-6-20-6363).

An additional Professional Services Agreement in the amount of \$12,600.00 was executed with Crafton Tull to provide engineering services for the partial demolition and reconstruction of the existing dam outlet structure and the installation of a 12-inch nuisance water PVC line, including bore and trench work connecting to the existing curb inlet. The additional engineering services which involved Light demolition and Reconstruction of the existing dam outlet structure and installation of the 12" nuisance water PVC pipe (bore / trench) to the existing curb inlet was also executed by Crafton Tull in the total \$12,600.00.

This project was advertised in Tulsa World on June 6, 2026. 4 bids was received from Cherokee Pride Construction, Gober Construction LLC, R&L Construction LLC and Stronghand LLC with bid awarded to Cherokee Pride Construction in the amount of One hundred forty-nine thousand four hundred twenty-four dollars (\$149,424.00). The bid response has been reviewed by City Staff and Crafton Tull and found to be responsive.

Recommended Action:

Staff recommends the approval of the bid award to Cherokee Pride Construction in the amount of One hundred forty-nine thousand four hundred twenty-four dollars (\$149,424.00) and grant the City Manager the authority to sign project related documents as permitted by law.

Budget:

One hundred forty-nine thousand four hundred twenty-four dollars (\$149,424.00)

Attachments:

1. Cherokee Pride Construction Bid Document
2. Bid Tabulation 6/30/26
3. Revised Bidding Plan set

CITY OF GLENPOOL STORMWATER IMPROVEMENTS
PROJECT NUMBER – 2026-14002
ROLLING MEADOWS STORMWATER

Bid Date: June 30, 2026 @ 2:00 p.m.
City Hall, 12205 S. Yukon Avenue
Glenpool, OK 74033

BID RESULTS

BIDDER NAME	TOTAL BID AMOUNT
✓ ENGINEER'S ESTIMATE	(B+A1)\$ 190,382.85 (B+A2)\$ 218,459.85
✓ STRONG HORD HARD	(B+A1)\$ 120,407.09 ✓ (B+A2)\$ 194,462.57
✓ GOBER CONSTRUCTION	(B+A1)\$ 311,328.00 (B+A2)\$ 430,623.00
✓ R&L CONSTRUCTION	(B+A1)\$ 152,584.51 (B+A2)\$ 169,412.10
SHRUM EXCAVATION	(B+A1)\$ 169,412.10 (B+A2)\$
CORE CIVIL CONSTRUCTION	(B+A1)\$ (B+A2)\$
RAIN FOR RENT	(B+A1)\$ (B+A2)\$
✓ CHEROKEE PRIDE CONSTRUCTION	(B+A1)\$ 149,424.00 - (B+A2)\$ 187,847.00

BID FORM FOR CONSTRUCTION CONTRACT

The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 1—OWNER AND BIDDER

- 1.01 This Bid is submitted to: City of Glenpool
- 1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

ARTICLE 2—ATTACHMENTS TO THIS BID

- 2.01 The following documents are submitted with and made a condition of this Bid:
- A. Required Bid security;
 - B. List of Proposed Subcontractors;
 - C. List of Proposed Suppliers;
 - D. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such authority within the time for acceptance of Bids;
 - E. Contractor's license number as evidence of Bidder's State Contractor's License or a covenant by Bidder to obtain said license within the time for acceptance of Bids;
 - F. Required Bidder Qualification Statement with supporting data; and
 - G. [List other documents and edit above as pertinent].

ARTICLE 3—BASIS OF BID—LUMP SUM BID AND UNIT PRICES

3.01 Unit Price Bids

- A. Bidder will perform the following Work at the indicated unit prices:

ROLLING MEADOWS STORMWATER IMPROVEMENT PROJECT FOR DETENTION POND OUTLET STRUCTURE					
BASE BID					
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Amount
230(A)7200	SOLID SLAB SOD	SY	350	5	\$ 1,750
511(A)2200	REINFORCING STEEL	LB	319	3	\$ 957
611(K)1450	INLET STRUCTURE WITH GRATE	EA	1	6,000	\$ 6,000
616(B)2352	12" HDPE PIPE	LF	60	45	\$ 2,700
641 2100	MOBILIZATION	LSUM	1	20,000	\$ 20,000
804(A)2200	STRUCTURAL CONCRETE (4500 PSI)	CY	3	1,500	\$ 4,500
805(D)3528	REMOVE AND RESET EXISTING SIGNS	LSUM	1	500	\$ 500
880(J)7110	CONSTRUCTION TRAFFIC CONTROL	LSUM	1	750	\$ 750

EJCDC® C-410, Bid Form for Construction Contract.

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Page 1 of 6

SPECIAL	REMOVE AND REPLACE CURB AND GUTTER (3500 PSI)	LF	20	50	\$ 1,000
SPECIAL	DEMOLITION/ SAWCUTTING OUTLET STRUCTURE	LSUM	1	2,000	\$ 2,000
SPECIAL	MAINTAINING DRAINAGE FLOW	LSUM	1	2,000	\$ 2,000
SPECIAL	12" HDPE TRENCH (0'-6')	LF	9	150	\$ 1,350
SPECIAL	12" HDPE BORE	LF	51	200	\$ 10,200
SPECIAL	8" CLEANOUT	EA	6	2,000	\$ 12,000
SPECIAL	CONNECT TO EXISTING INLET	LSUM	1	1,000	\$ 1,000
SPECIAL	REMOVE AND REPLACE LANDSCAPING	LSUM	1	3,500	\$ 3,500
SPECIAL	WATERSTOP	LSUM	1	500	\$ 500
SPECIAL	REMOVE AND REPLACE CHAIN-LINK FENCE	LSUM	1	1,000	\$ 1,000
SPECIAL	REMOVE AND REPLACE CONC. DRAINAGE CHANNEL	LSUM	1	4,500	\$ 4,500
SPECIAL	HILTI HIT RE-500 V3 EPOXY ANCHOR	EA	52	65	\$ 3,380
SPECIAL	EROSION CONTROL	LSUM	1	500	\$ 500
Total of All Unit Price Bid Items					\$ 80,087-

B. Bidder acknowledges that:

- each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and
- Estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all Unit Price Work will be based on actual quantities, determined as provided in the Contract Documents.

3.02 Add Alternate 1 Unit Price Bids

ADD ALTERNATE 1					
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Amount
616(B)2352	12" HDPE PIPE	LF	449	15	\$ 6,735
629(D)7500	REMOVE AND RESET MAILBOX	EA	6	250	\$ 1,500
SPECIAL	REMOVE AND REPLACE CONCRETE DRIVEWAY	SY	110	100	\$ 11,000
SPECIAL	12" HDPE TRENCH (0'-6")	LF	449	73	\$ 32,777
SPECIAL	REMOVE AND REPLACE CURB AND GUTTER (3500 PSI)	LF	345	35	\$ 12,075
SPECIAL	PIPE BEDDING	CY	35	50	\$ 1,750
SPECIAL	WATER SERVICE REMOVE AND REPLACE	EA	7	500	\$ 3,500
Total of All Unit Price Bid Items					\$ 69,337

3.03 Add Alternate 2 Unit Price Bids

ADD ALTERNATE 2					
Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Amount
616(B)2352	12" HDPE PIPE	LF	449	40	\$ 17,960
SPECIAL	12" HDPE BORE	LF	449	200	\$ 89,800
Total of All Unit Price Bid Items					\$ 107,760-

3.04 *Total Bid Price (Base Unit Prices and Add Alternate 1)*

Total Bid Price (Total of all Base Unit Price Bids and Add Alternate 1)	\$ 149,424 ✓
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3.05 *Total Bid Price (Base Unit Prices and Add Alternate 2)*

Total Bid Price (Total of all Base Unit Price Bids and Add Alternate 2)	\$ 187,847 ✓
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ARTICLE 4—TIME OF COMPLETION

4.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.

4.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

ARTICLE 5—BIDDER'S ACKNOWLEDGEMENTS: ACCEPTANCE PERIOD, INSTRUCTIONS, AND RECEIPT OF ADDENDA

5.01 *Bid Acceptance Period*

A. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

5.02 *Instructions to Bidders*

A. Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security.

5.03 *Receipt of Addenda*

A. Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number	Addendum Date
1. CHANGES TO BID FORM AND PLANS	JUNE 16, 2026
2. ADDING FORMS	JUNE 23, 2026

ARTICLE 6—BIDDER'S REPRESENTATIONS AND CERTIFICATIONS

6.01 *Bidder's Representations*

A. In submitting this Bid, Bidder represents the following:

1. Bidder has examined and carefully studied the Bidding Documents, including Addenda.
2. Bidder has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
3. Bidder is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
4. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and

observations obtained from visits to the Site; the Bidding Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, if selected as Contractor; and (c) Bidder's (Contractor's) safety precautions and programs.

5. Based on the information and observations referred to in the preceding paragraph, Bidder agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
6. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
7. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
8. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
9. The submission of this Bid constitutes an incontrovertible representation by Bidder that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

6.02 *Bidder's Certifications*

A. The Bidder certifies the following:

1. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation.
2. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid.
3. Bidder has not solicited or induced any individual or entity to refrain from bidding.
4. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 8.02.A:
 - a. Corrupt practice means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process.
 - b. Fraudulent practice means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition.
 - c. Collusive practice means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels.

- d. Coercive practice means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

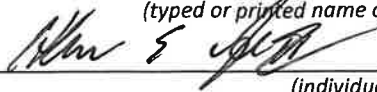
BIDDER hereby submits this Bid as set forth above:

Bidder:

Cherokee Pride Construction, Inc.

(typed or printed name of organization)

By:



(individual's signature)

Name:

Harlan E. Yocham II

(typed or printed)

Title:

President

(typed or printed)

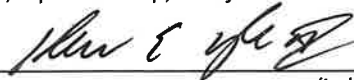
Date:

6/30/20

(typed or printed)

If Bidder is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.

Attest:



(individual's signature)

Name:

Cherokee Pride Const.

Harlan E. Yocham II

(typed or printed)

Title:

President

(typed or printed)

Date:

6/30/20

(typed or printed)

Address for giving notices:

P.O. box 28 Sapulpa, OK 74067

Bidder's Contact:

Name:

Harlan E. Yocham II

(typed or printed)

Title:

President

(typed or printed)

Phone:

918-706-1630

Email:

admin@cherokeepride.net

Address:

P.O. box 28 Sapulpa, OK 74067

Bidder's Contractor License No.: (if applicable)

DUNS: ~~0729~~ 0792 67588

SAM: YN4KDFYDFUE7

AFFIDAVIT OF NON-COLLUSION

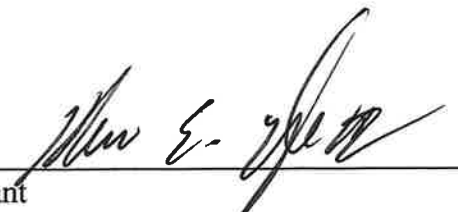
STATE OF OKLAHOMA)
COUNTY OF Creek) ss.
)

In connection with the Bid submitted by Cherokee Pride Construction, Inc. (the "Respondent") in response to the City of Glenpool's Request for Bids for Rolling Meadows Storm drain Rehabilitation project, I, Harlan E. Yocham II, of lawful age, being first duly sworn on oath, hereby swear or affirm that:

1. I am the duly authorized agent of the Respondent submitting the Bid enclosed herewith for the purpose of certifying the facts pertaining to the existence of collusion among interested consultants and officials or employees of the State of Oklahoma or the City of Glenpool, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the awarding of any contract related to the Bid to which this statement is attached;
2. I am fully aware of the facts and circumstances surrounding the submission of the Bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such Bid; and
3. Neither the Respondent nor anyone subject to the Respondent's direction or control has been a party:
 - a. to any collusion among interested consultants in restraint of freedom of competition;
 - b. to any collusion with any state or city official or employee as to the prospective contract, or as to any other terms of such prospective contract; nor
 - c. in any discussions between interested consultants and any state or city official concerning the exchange of money or other thing of value for special consideration in the awarding of a contract;
4. I further certify that, if awarded the contract, whether competitively bid or not, neither the Respondent nor anyone subject to the Respondent's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma or the City of Glenpool any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement is attached.
5. For the purpose of a contract for services, I also hereby certify that no person who has been involved in any manner in the development of the Bid or any contract related thereto while

employed by the State of Oklahoma or the City of Glenpool shall be employed by the Respondent to fulfill any of the services provided under said Request for Bids or contract.

Dated this 30 day of June, 2026.


Affiant

Subscribed and sworn to before me, the undersigned Notary Public, this 30th day of June, 2026.


Notary Public

Notary Commission Number: 20012771

My Commission Expires: 10/14/28

WHITNEY MONTAGUE JONES
NOTARY PUBLIC - STATE OF OKLAHOMA
MY COMMISSION EXPIRES OCT. 14, 2028
COMMISSION # 20012771

BUSINESS RELATIONSHIP AFFIDAVIT

STATE OF OKLAHOMA)
) SS.
COUNTY OF Creek)

I, Harlan E. Yochan II, of lawful age, being first duly sworn, on oath state I am the agent authorized by the bidder to submit the attached bid. Affiant further states that the nature of any partnership, joint venture, or other business relationship presently in effect or which existed within one (1) year prior to the date of this statement with the architect, Engineer, or other party to the project is as follows:

None

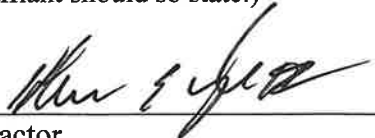
Affiant further states that any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company, any officer or director of the architectural or engineering firm or other party to the project is as follows:

None

Affiant further states that the names of all persons having any such business relationships and the positions they hold their respective companies or firms are as follows:

None

**** (If none of the business relationships herein above mentioned exist, affiant should so state.)**


Contractor

Subscribed and sworn to before me this 30th day of June, 2026.


Notary Public

My Commission Expires:

10/14/26

WHITNEY MONTAGUE JONES
NOTARY PUBLIC - STATE OF OKLAHOMA
MY COMMISSION EXPIRES OCT. 14, 2028
COMMISSION # 20012771

LIST OF PROPOSED SUBCONTRACTORS

Provide a list of proposed subcontractors you plan on using during the construction project.

LIST OF SUBCONTRACTORS

Company of

Subcontractor
Phone #

Company Address

Company Contact

Company

918-236-8895	Tulsa, OK	Kyle Bonnett	Raising blades Sod
918-231-2061	Jenks, OK	Gary Miller	R. Miller & Sons

LIST OF PROPOSED SUPPLIERS

Provide a list of proposed suppliers you plan on using during the construction project.

LIST OF SUPPLIERS

Company Name of

Suppliers

Phone #

Company Address

Company Contact

Company

918-237-2833	E. 6th St. Tulsa	Shawn Kurtz	Utility Supply: DP Supply
918-688-6948	E. 4th St. Tulsa	Mark Fivecoats	Eagle Redi-mix
918-274-6560	S. 101st E. Ave Tulsa	Barbara Windle	Greenhill Materials

**STATEMENT OF QUALIFICATIONS AND
SIMILAR CONSTRUCTION EXPERIENCE**

Provide a list of projects (2 Projects Minimum) below, which demonstrates, at a minimum, successful completion of any projects that are similar in nature and scope to this project within the last five years.

Description & Location of Project: 37th St. Kenosha to Albany

Owner Name & Address: City of Broken Arrow

Contract Person & Phone Number: Joe Vardasuo, (918) 857-0323

Original Contract Time: 300 days Actual Construction Time: _____ days

Original Owner Budget (\$): _____ Bid Price (\$): 4,087,474-

Final Actual Project Cost (\$): 4,056,641.12

Description & Location of Project: Elm Ave Culvert

Owner Name & Address: City of Broken Arrow

Contract Person & Phone Number: Renato Ochoa (918) 361-6088

Original Contract Time: 90 days Actual Construction Time: 70 days

Original Owner Budget (\$): _____ Bid Price (\$): 127,740-

Final Actual Project Cost (\$): 145,933-

Description & Location of Project: Freeport Waterline Improvements

Owner Name & Address: City of Broken Arrow

Contract Person & Phone Number: Nathanael Kole (539) 292-8929

Original Contract Time: _____ days Actual Construction Time: 120 days

Original Owner Budget (\$): _____ Bid Price (\$): 483,140

Final Actual Project Cost (\$): 509,475-



Bond Number N/A

Bid Bond

KNOW ALL BY THESE PRESENTS, That We, Cherokee Pride Construction, Inc. as Principal,
and WEST BEND INSURANCE COMPANY, a corporation organized under the laws of the State of Wisconsin
and having its principal office in West Bend, Wisconsin, in said State, as Surety, are held and firmly bound unto
City of Glenpool as Owner, in the full and just sum of
Five Percent of the Bid Amount (5% of the Bid Amount %) of amount bid for the payment
whereof said Principal binds its heirs, administrators, and executors and said Surety binds itself, its successors
and assigns firmly by these presents

WHEREAS, said Principal has submitted to said Owner a bid or proposal for _____
Rolling Meadows Stormwater Improvement Project

NOW THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH that if within Sixty days hereof and in
accordance with said proposal a contract shall be awarded to said Principal and the said Principal shall enter into a
contract for said work and shall furnish bond with surety as required for its faithful performance then this obligation
shall be void, otherwise remain in full force and virtue.

Signed and Sealed this 30th day of June, 2026

Principal:

Cherokee Pride Construction, Inc.

Witness: W. L. M. T. By: Harlan E. Yocham II (SEAL)
Name Typed: Harlan E. Yocham II, President
Title

Surety:

West Bend Mutual Insurance Company

Witness: n By: Amy Winters
Name Typed: Amy Winters Attorney-In-Fact
Title

Agency Name: BN Bonding, LLC
Address: 910984 S. Moccasin Trl
Chandler, OK 74834
Phone Number: (918) 399-3545



MICHIGAN ONLY: This policy is exempt from the filing requirements of Section 2236 of the Insurance Code of 1956,
1956 PA 218 and MCL 500.2236.



Bond No. N/A

POWER OF ATTORNEY

Know all men by these Presents, that West Bend Insurance Company (formerly known as West Bend Mutual Insurance Company prior to 1/1/2024), a corporation having its principal office in the City of West Bend, Wisconsin does make, constitute and appoint:

Barry Herring, Neleigh Herring, Amy Winters

lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf as surety and as its act and deed any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of: Thirty Million Dollars (\$30,000,000)

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of West Bend Insurance Company by unanimous consent resolution effective the 1st day of January 2024.

Appointment of Attorney-In-Fact. The president or any vice president, or any other officer of West Bend Insurance Company may appoint by written certificate Attorneys-In-Fact to act on behalf of the company in the execution of and attesting of bonds and undertakings and other written obligatory instruments of like nature. The signature of any officer authorized hereby and the corporate seal may be affixed by facsimile to any such power of attorney or to any certificate relating therefore and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the company, and any such power so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the company in the future with respect to any bond or undertaking or other writing obligatory in nature to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any said officer at any time.

Any reference to West Bend Mutual Insurance Company in any Bond and all continuations thereof shall be considered a reference to West Bend Insurance Company.

In witness whereof, West Bend Insurance Company has caused these presents to be signed by its president undersigned and its corporate seal to be hereto duly attested by its secretary this 1st day of January 2024.

Attest

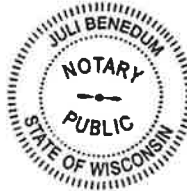
Christopher C. Zwygart
Christopher C. Zwygart
Secretary



Robert J. Jacques
Robert J. Jacques
President

State of Wisconsin
County of Washington

On the 1st day of January 2024, before me personally came Robert Jacques, to me known being by duly sworn, did depose and say that he is the President of West Bend Insurance Company, the corporation described in and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the board of directors of said corporation and that he signed his name thereto by like order.



Juli Benedum
Lead Corporate Attorney
Notary Public, Washington Co., WI
My Commission is Permanent

The undersigned, duly elected to the office stated below, now the incumbent in West Bend Insurance Company, a Wisconsin corporation authorized to make this certificate, Do Hereby Certify that the foregoing attached Power of Attorney remains in full force effect and has not been revoked and that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at West Bend, Wisconsin this 30th day of June, 2026



Christopher C. Zwygart
Christopher C. Zwygart
Secretary